

BOARD OF SUPERVISORS

Brown County



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ADMINISTRATION COMMITTEE

Richard Schadewald, Chair

Jamie Blom, Vice-Chair

Mark Becker, James Kneiszel, John Vander Leest

ADMINISTRATION COMMITTEE

Wednesday, November 29, 2017

6:15 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM LISTED ON THE AGENDA

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of October 4, 2017 (Budget & Regular).

1. Review minutes of:

- a. Housing Authority (October 16, 2017).

Comments from the Public

Communications

2. Communication from Supervisor Schadewald re: My request for these committees to evaluate the need and funding of a Housing Navigator to coordinate county-wide efforts to improve housing opportunities in Brown County. *Held for one month.*
3. Communication from Supervisor Becker re: In speaking with both parties involved, for Brown County to continue working with the City of Green Bay for the recording of Board meetings. County staff will then send video of our meeting to a transcription service of our choice to add ADA compliant closed-captioning. County will then upload video for public use in a timely manner. In addition, for Administration Committee to research recording and ADA compliant closed-captioning of all committee meetings. This would require all committees to meet in Brown County Committee meeting room. *Referred from October County Board.*
4. Communication from Vice Chair Lund re: Forming an ad hoc committee, the Brown County website, to strategically determine what is needed to provide the best product for county residents. *Referred from October County Board.*

Budget Adjustment Requests

5. Budget Adjustment Request (17-68): Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
6. Budget Adjustment Request (18-01): Any increase in expenses with an offsetting increase in revenue.
7. Budget Adjustment Request (18-03): Any increase in expenses with an offsetting increase in revenue.
8. Budget Adjustment Request (18-04): Any increase in expenses with an offsetting increase in revenue.
9. Budget Adjustment Request (18-05): Any increase in expenses with an offsetting increase in revenue.

Resolutions – Ordinances

10. Resolution re: Authorizing and Directing Application for the Community Development Block Grant – Housing Program for Small Cities.
11. Resolution re: Opioid Litigation.

County Clerk

12. Budget Status Financial Report for September and October, 2017 (Unaudited).
13. Budget Adjustment Request (17-75): Any increase in expenses with an offsetting increase in revenue.
14. Budget Adjustment Request (17-87): Any increase in expenses with an offsetting increase in revenue.
15. Budget Adjustment Request (18-06): Any increase in expenses with an offsetting increase in revenue.
16. Draft Resolution for Alternate Options for Absentee Voting.

Child Support

17. Budget Status Financial Report for October 2017 (Unaudited).
18. Departmental Openings Summary.
19. Director Summary.

Technology Services

20. Budget Status Financial Report for September 2017 (Unaudited).
21. Technology Services Monthly Report.

Corporation Counsel

22. Budget Adjustment Request (17-74): Reallocation between two or more departments, regardless of amount.

Human Resources

23. Budget Adjustment Request (17-70): Any allocation from a department's fund balance.
24. Ordinance to Amend Section 4.49 (Entitled 'Extra Pay') of Chapter 4 of the Brown County Code of Ordinances.
25. Budget Status Financial Report for September and October 2017 (Unaudited).
26. Department Vacancies Report.
27. Turnover Reports for September and October 2017.
28. Health Plan Report.
29. Dental Plan Report.
30. HR Director's Report.

Department of Administration

31. Budget Status Financial Report for Levy Funded Departments – October 2017.
32. Administration Dept. Budget Status Financial Report for October 2017 (Unaudited).
33. 2017 Budget Adjustment Log
34. Purchasing Project List – Closed Projects.
35. Budget Adjustment Request (17-73): Reallocation between two or more departments, regardless of amount.
36. Budget Adjustment Request (17-77): Any allocation from the County's General Fund.
37. Ordinance to Amend Section 2.06 of Chapter 2 of the Brown County Code of Ordinances Entitled "Administration Committee". *Referred from October County Board.*
38. Director's Report.

Treasurer

39. Budget Performance Report for September and October 2017 (Unaudited).
40. Treasurer's Report – Department Update.
 - a. Progress update - Banking Services RFP #2167.
 - b. Progress update - Land Records RFP #2087.
 - c. Georgia Pacific Valuation petition to the State of WI Tax Appeals Commission.
41. Discussion and possible action on the sale of the following tax deed parcels (Auction results of November 27, 2017 to be passed out to Supervisors at meeting):
 - Parcel WD-207-2-1 at Patriot Way Bdr RR in the City of De Pere, informational report update – no action needed.
 - Parcel AL-31 at 1533 Riverside Drive in the Village of Allouez – High Bidder failed to Pay Discussion/Action on back-up next highest Bid \$ 100,111.00
 - Parcel 2-934-A at 831 Fifth St. in the City of Green Bay – High Bidder failed to Pay Discussion / Action on back-up next highest Bid \$ 22,750.00
 - Parcel 1-1369-A at 906 Waverly Place in the City of Green Bay (Auction results of November 27, 2017 to be passed out to Supervisors at meeting)

- Parcels SU-796-3, SU-796-4, SU-796-5 at E. Deerfield Ave. in the Village of Suamico (Sealed bid results of November 27, 2017 to be passed out to Supervisors at meeting)

Closed Session

42.
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(e), i.e. deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in particular, deliberating and negotiating strategy and options regarding the sale of tax deed parcels.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), the Brown County Administration Committee shall convene into closed session for purposes of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, as competitive or bargaining reasons require a closed session here for deliberating and negotiating strategy and options regarding the sale of tax deed parcels.
 - c. Reconvene into Open Session: The Brown County Administration Committee shall reconvene into open session for possible voting and/or other action regarding the sale of tax deed parcels.
43.
 - a. Open Session: Motion and Recorded Vote pursuant to Wis. Stats. Sec. 19.85(1), regarding going into closed session pursuant to Wis. Stats. Sec. 19.85(1)(g), i.e. conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, conferring with legal counsel regarding a lawsuit in which the County is a defendant.
 - b. Convene into Closed Session: Pursuant to Wis. Stats. Sec. 19.85(1)(g), convene into closed session for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, in particular, conferring with legal counsel regarding a lawsuit in which the County is a defendant.
 - c. Reconvene into Open Session: Reconvene into open session for possible voting and/or other action regarding a lawsuit in which the County is a defendant.

Other

44. Audit of bills.
45. Such other matters as authorized by law.
46. Adjourn.

Richard Schadewald, Chair

Notice is hereby given that action by the Committee may be taken on any of the items which are described or listed in this agenda.

Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

Please Note: In response to Supervisor Becker's upcoming communication, the County Board office used a transcription service to help complete these minutes.

**PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE**

Pursuant to Section 19.84 Wis. Stats., a budget meeting of the **Brown County Administration Committee** was held on Wednesday, October 4, 2017 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Becker, Supervisor Kneiszel, Supervisor Vander Leest
Supervisor Blom
Also Present: Supervisors Hoyer, Lefebvre, Brusky, Gruszynski, Lund, Sieber; HR Director Kathryn Roellich,
Child Support Director Maria Lasecki, Treasurer Paul Zeller, Corporation Counsel Dave
Hemery, Director of Administration Chad Weininger, Technology Services Director August
Neverman, Executive Streckenbach, Deputy Executive Jeff Flynt, and other interested parties

I. **Call to Order:**
The meeting was called to order by Chair Richard Schadewald at 6:15 pm.

II. **Approve/Modify Agenda.**

Schadewald suggested to move non-budget Item 1 right after Approve/Modify the Minutes; Move budget Item 10 after Comments from the Public on Budget Items; Delete non-budget Item 16; Hold non-budget Item 17; Move non-budget Item 19 under Department of Administration; Move non-budget Item 19 before 24.

Motion made by Supervisor Blom, seconded by Supervisor Becker to approve with modifications. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of September 13, 2017.**

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

****BUDGET REVIEW****

Comments from the Public on Budget Items

Although shown in proper format here, Item 10 was taken at this time.

REVIEW OF 2018 DEPARTMENT BUDGET

1. **COUNTY TREASURER – Review of 2018 Department Budget.**

Treasurer Paul Zeller: If we focus on expenses first, we are proposing a reduction in expenses of approximately \$16,000 from 2017. And on the revenue side, we continue to be affected by the decrease in the interest and penalties gained on delinquent taxes as a result of market factors and such. So, we're again, predicting a decrease in that, on the revenue side of things. But for the most part, it's a status quo budget with a slight reduction in expenses, which is really the controllable side of the balance sheet for me.

Chair Schadewald: Okay. Any other requests you have of us in the budget?

Treasurer: I do not, no.

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Sup. Kneiszel: Yeah I just saw in there, there's a transition to a potential new bank, it says under initiatives. Can you talk for a minute about the status of that?

Paul Zeller: Sure, sure. So, after 10 years, 2008 was the last time that Brown County went out for banking services. At that time, there were several interested banks of course, and determination was made through a scoring process that JPMorgan Chase would become the County's operating bank. That would be for our checking account; essentially our day-to-day operations, cash flow, payroll and such. That contract had several two-year renewals, which in 2018 expire. When we signed the 2016 renewal, we set-out to write a new RFP for banking services. We sent that RFP out in August for return on September 15th. We have three responding banks, three responding financial institutions and we are scoring the responses now so that the new or the continuing vendor will be in place for 2018, March 31st.

Sup. Kneiszel: And do you feel like there will be lower cost and efficiencies [crosstalk 00:36:01]

Paul Zeller: I do. I think that ... so the way that purchasing runs a RFP like this is, the responses are brought to the scoring team less the costs, so we get the proposal to evaluate. There are three members of the scoring team and then we get the costs. We get to do a, I guess you would say, an objective evaluation of the proposals without seeing the costs, and then we get to see the costs. And we got the costs yesterday. So, we're going through that. It's a ... I think it will be a real beneficial to us but I can't put a number on it at this point.

Sup Vander Leest: Are we going to get the new tax forms this year or is that not in place yet, as far as?

Paul Zeller: So, I ordered the tax forms, a hundred and ten thousand new forms for delivery on October 31st or there-about. So we better get the new tax system because the new software is requiring a different format of the bill. The information stays the same but the location on the form changes. We have to keep the same form; we have to keep the same dimensions on the form because we have equipment that folds and seals that form purchased. So that's all printed in-house, in our office, through the printers and then we fold and seal that. So we kept the dimensions the same but there are different perforations and different locations for the tear-off stubs that you're used to. So yes, the information will stay the same but it will have a different look. There's statutory information that's required to be on the bill and then there's some leeway on how we produce the tear-off coupons.

The unique feature for us this year is those coupons will have bar codes and we will be able to use barcode scanners to process payments, which is far more efficient use of time than entering the parcel numbers into the workstations. Because, you know, there's error and our parcel numbers are fairly complicated across all of Brown County. That will be a big productivity; we're looking forward to that. We're looking forward to having scanners to be able to process a payment.

**Motion made by Supervisor Becker, seconded by Supervisor Blom to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

2. CHILD SUPPORT – Review of 2018 Department Budget.

Child Support Director Maria Lasecki: Our budget came in at approximately \$6,000 below our levy targets. As a reminder, the majority of our revenue is gain from performance-based incentives and our performance is always very strong as you know. If I'm doing my job, you're well aware of that at each meeting. The sources of our revenue include program income, a percentage of course of birth-cost recovery and GPR or General Purpose Revenue. Most of our, these funding sources can be matched, which is wonderful. And it allows us to pull down a great deal of money in order to continue our operations. Lastly, we'll continue to receive unspent grant dollars through the SPSK Program. In order to continue to administer that program, that's very important that the Governor has included in his bi-annual budget, dollars for us to be able to do that as a five-county

demonstration. There's some exciting news I believe that Brown County may be able to tout relevant to design and naming. So, that's not for me to share at this point but I look forward to being able to do so in the future.

Just also like to point that in past years, I did not have my funding allocations at the time that my budget was put together. I've worked closely with the State as well as with administration over the past years and we always use what our current year's allocations were. That does mean that oftentimes because of performance out performs what we did in the previous year in that retrospective budgeting cycle that I'm not ... looks like I'm not fully funding those incentives, but it's a conservative way to be able to ensure that I'm not over spending. I just don't have those dollars available to me at the time I put this together for you.

I've also collaborated closely with DCF because we do have two grants that are running and will continue to, Access and Visitation, and then this SPSK-like program we're calling Elevate.

Chair Schadewald: Is there anything else to add to the budget?

Maria Lasecki: No sir.

**Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

3. COUNTY CLERK – Review of 2018 Department Budget.

County Clerk Sandy Juno: Typically, from odd years to even years, my budget will have like a 15% fluctuation in the levy. This year when I got my levy limit, it was \$5000 more than in '17, which wasn't very much for a four-year election cycle. In addition to that, I had my first full year of our new election software that we had to pay for. That was an increase of \$20,000, so I kind of started off with my budget about \$15,000 in the hole. However, I hadn't raised some of our rates and fees in several years, so what I did was I made adjustments to that which allowed me to come in to meet the levy that I was given.

Most of my revenues and expenses have a direct correlation. A lot of time my expenses go up if I have an increase in passport applications, just because of postage, photo paper, that type of thing. Same thing on the election side, we provide a lot of services to municipalities and schools. We may have high expenses to do that work, but then we also get substantial revenue that comes back to us in intergovernmental dollars. So, overall I felt that my budget is manageable for 2018.

Chair Schadewald: Before I hear it from someone else, what fees are we increasing?

Sandy Juno: Well, the marriage, alarm fees, most of the fees that I have control over, that I can increase. Some of them are state set fees and those I can't do anything with.

Chair Schadewald: Passport?

Sandy Juno: No, I can't adjust.

Chair Schadewald: Okay.

Sandy Juno: I can adjust the amount for photos and those types of things, but as far as the...

Sandy Juno: Yeah, that's federal.

Chair Schadewald: So, how did the marriage fee go up for example?

Sandy Juno: Five dollars.

Chair Schadewald: Oh, was that the general increase, five dollars?

Sandy Juno: Yes, and that hadn't been increased for several years.

Chair Schadewald: Anything you wanted to ask us for?

Sandy Juno: No, I feel pretty confident in my budget.

Sup. Van Dyck: Sandy, do you ever on the rates, do you ever compare ... For example marriage certificate, do you ever compare to what other counties are charging, out of curiosity?

Sandy Juno: Yes, every year there is a thing under human ... The department of ... DHS, whatever it is, that lists all the fees. Our county is unique because \$20 of every marriage license fee that I collect goes to our domestic violence center. We also send another \$20 to the mediation center. Not every county will do that, so that's like \$40, so that may seem a little bit high. Those were fees that were set either by the state or the board to go to those things.

**Motion made by Supervisor Becker, seconded by Supervisor Blom to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

4. CORPORATION COUNSEL – Review of 2018 Department Budget.

Corporation Counsel David Hemery: Thanks, just briefly out of my rough \$602,000 budget; roughly 460 goes to compensation so that leaves, 100 and... 40 some thousand, a little over ten grand a month for other things. I think we've really cut our budget down about as slim as we can. In my office there's two paralegals and five attorneys, when you look at just training cost to keep up their credentials, licensing ... Those types of things, I think our budget is cut really slim. Once compensation is paid again, we've got about 140 some to work with for the year. We took a hard look at it, we made cuts that we could, we came in at the target and I'm hoping you'll approve it.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

5. TECHNOLOGY SERVICES – Review of 2018 Department Budget.

August Neverman: Overview highlight, the main thing I want to point is that we are going adding for the first time ... Since I've been here, a full time security position.

Chair Schadewald: Good idea.

August Neverman: A cyber security position. We are in desperate need of that and I'm thankful to administration and the county board for supporting that. Very happy to see that, we're also adding two other tools from a security perspective, that's a lot of our investment this year is on the security side. We're adding a DNS tool and we're also adding a tool from a vendor called, KnowBe4, at least that's who we are likely to select.

It's basically education on phishing. So, everybody gets a bunch of junk e-mail, the e-mail has some bad stuff in it, you click on the link, your machine is compromised. So, we're basically educating the staff by sending fake bad e-mail. If you click a link it plays a video says you probably shouldn't have done that. It actually provides statistics on it to see whether or not we're actually getting improvements and education within the environment. So, it's a measurement tool also.

Chair Schadewald: That will be especially well received by the county board supervisor.

August Neverman: But, it's a lot better than the alternative, so any of us click the link it's still a safe...

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Chair Schadewald: Cyber security is paramount. We hear about it every day in the papers. Thanks for doing that. Go ahead.

August Neverman: To try to keep our budget within the target that was given by the county executive, we did a number of cuts. As an example, we balanced our investments in cyber security. On one of the tools we were paying for, which was a very good tool was \$39,000 a year. There's an alternative tool that \$2,400 bucks year. It doesn't have quite as many bells and whistles, so we cut that over. So, we've done a lot of shaving to try to keep the budget as tight as we could. That gives you a couple of quick items.

The other thing that I wanted to point out in case you didn't notice, there's a weird number in the BCCAN budget. That's a good thing. That's the Green Bay school district invested into BCCAN and we're building out our fiber infrastructure, so that's why you see that big number. Hopefully we'll see a couple of other big numbers, because we've gone from at least, knock on wood, we're going from about 50 miles of fiber in the ground to 70 miles of fiber in the ground. In the case of the school district, it's roughly a four-fold savings in monthly fees, for their internet service by going through BCCAN. So, that was another really big win for the county and the school districts.

Chair Schadewald: Very good. Any questions by the committee? Just a sec, we've got a bunch. James will start.

Sup. Kneiszel: You talk about the cyber security person. Do you have that person in place or is that going to hurt the budget at all, because...

August Neverman: Its budgeted right here. So, it's...

Sup. Kneiszel: Right.

Chair Schadewald: But, you haven't hired.

August Neverman: I have not hired the position yet.

Sup. Kneiszel: It seems to me you were probably surprised by what it cost to get somebody like that.

August Neverman: No, not at all.

Sup. Kneiszel: Not at all.

August Neverman: Not ... Coming from the private sector actually ... I want to say thank you to human resources for double checking the industry, because the previous reviews had not checked the market from my perspective. I don't want to talk ill of previous folks, but they had not done wide market comparisons. She did some comparisons and came in at a number that I believe is acceptable for us to get somebody appropriate for the position.

Sup. Kneiszel: So, we'll find somebody without being \$20,000 over?

August Neverman: We're going to be towards the bottom of that scale, but that's better than not being on the scale at all. So, I'm ... I would love to advocate for more funds for that, so that we can get a higher end person. I would very much like to do that on the service side of the world, but we got the class comp to be reviewing in the future. You've heard me speak regarding that previous, I don't want to...

Chair Schadewald: No, just keep the budget.

August Neverman: Yup.

Chair Schadewald: Supervisors that have questions of IT, Supervisor Hoyer

Sup. Hoyer: Thank you, first of all it wouldn't be a year without saying, I appreciate all you're doing for security, but in terms of what IT can do for transparency and open government; the webpage is terrible. I kind of liken it to a drunk uncle where everyone in this room is kind of used to it and knows how to kind of work around it. The fact of the matter is, our face to the public is not good. And it's not mobile ready, it's not anything. So you know again, I know that this is something that you've fought against and potentially, maybe in a year or two years or three years will maybe hire someone to do that and I get it, I do understand how security is important; but I just simply want to say that.

Chair Schadewald: Are you asking us to ask him what it would cost to hire such a person?

Sup. Hoyer: Yes, yes I am.

August Neverman: The last time and I would defer to HR to answer this, but the last time we did numbers with fringe benefits it was approximately 72 off the top of my head. But I would ask that it be reviewed again if that's an opportunity. I fully support a full time position; whether that be in TS or administration or some other position mainly to maintain content. It's not as much a technology role as much as keeping the content live. If you got a pretty website that doesn't have good content, it doesn't do us any good. And one of the big challenges is, everybody's working very hard in their departments, but they don't have anybody allocated to updating their webpage. So having somebody acts as that liaison going, "Hey, your content's a year old" ...

Audience: Your links are broken...

August Neverman: Yeah, your links are broken that sort of thing, that's the type of position I have previously recommended and still fully support.

Chair Schadewald: Then our options are ... go ahead, Supervisor, go ahead.

Sup. Hoyer: Then as sort of a follow-up maybe that person or someone else with the sun setting on NEWWEY as a resource for our community members would, could potentially, obviously there are complications about video and I get that but, in terms of making things streaming or making things available to our community would that be something someone could do while working on the other aspects of the webpage? Or is that a different particular set of skills?

Chair Schadewald: He's asking you, not me.

August Neverman: So, my response is it's always. It's all in the details, if you are looking for somebody who can do video editing and video recording you got to have that skill set. If you're looking for somebody who'd going to actually do page coding they got to have that skill set, so I would say we need to have a clear vision and a measurement of what we're going to change because just throwing some - I have all the proposals ready for us to do some cosmetic work on the webpage. I actually personally do not recommend it. I have the numbers ready if you want to do it - but I strongly recommend that we fix content first and then fix the cosmetics.

Now, other organizations have done it the other way around, they've done the cosmetics and then fixed the content and I'm - whatever the will of the board is I'll support.

Chair Schadewald: Well, let me lay it out for the committee. Our options are you could add money into his budget with maybe not for a full year person, give us six months to figure out what we're looking for and what we want done and then you could even use the money as either subcontracting, perhaps, if there's "X" they want done. Or if you want "y" done you hire a person, if you want "x" and "y" done; but I'm not advocating that at this point but if Supervisor Hoyer or somebody else wants to add money to the budget that would be the prerogative of the county board if we don't do it. If you guys want to do it then, you would make that suggestion now.

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Sup. Van Dyck: I support what Supervisor Hoyer's bringing up but now I get a little concern on this based on the way you describe your vision for it. Cause I see it as a two tiered thing and if we're going to focus on content then I guess I'd like to know where the content fails to provide what we need to provide to the general public so, my concern is, I support putting money in the budget, I just don't know if I support it for this year because it seems like we have a disconnect on the definition of what this person really can do. Because I do share your concern about content, but I also share your concern about we can have the greatest content in the world but if it doesn't look right or isn't presented right nobody's going to read it either. So they kind of go hand in hand and I don't want to get too focused on content cause I think we can also go overboard and put a person in place and throwing all kinds of great stuff out there, or what we think is great stuff and no one is ever looking at it.

So what's the point of putting all this content out there if nobody's going to look at it. So, I get concerned that maybe we need to define this a little bit better before we move ahead with it? I mean I support something, I just don't know what I'm supporting.

Chair Schadewald: Supervisor Lund?

Sup. Lund: I agree with Supervisor Van Dyck I think you should put together a sub-committee to look at the website and what's needed and go out there and ask questions to the general public and other people who work on websites and stuff. Because, I don't know what's needed. I don't know that we should throw \$71,000 at a problem when we haven't defined it yet either. So I think if you want to do something, put a committee together and look at the website for the next six months or whatever and you know come to some kind of consensus what is needed out there because I think just throwing money at the problem isn't going to get us where we want to be anyway.

August Neverman: I actually fully support what you said and agree with it. This isn't just a person, it's a person and getting the site updated. Either we contract that or hire that, but either way it's a cost, so there's the cost of the system, there's the cost of the maintenance, and then you have to figure the ongoing long expense. If any of you have ever built a website you know you've got to maintain it and that's not just the tech part that's also the content part. So I'm saying those two have to be married. It's so easy to want to just throw a bunch of money and make it pretty and then you walk away and then I got this really beautiful house and there's nothing in it or it's completely out of date.

Sup. Lund: I think you have to talk to the department heads and what they think is needed on the website to convey what their department does for the county.

Chair Schadewald: Sounds like a 200th anniversary project. We will move it to the twenty-first century.

Sup. Lund: I'll submit a communication to the board office and then we can discuss it next month.

Chad Weininger: Department heads actually control the content on their portion of the site, so it's department heads, or the person they assign that actually create the content. The frustration comes when department staff isn't being consistent. So right now what we should be doing is having something that actually be focused on drawing people different places. That's where they really should be, so it's not so much the departments with the content, it's about the functionality of the website and that's really what's falling down. That's actually pretty expensive to do and so I think that's really what our issue is. Because we've rebuilt our intranet site one of our... and that was first step... which was okay let's fix the intranet site content. The content of the intranet site is just too much. We jamming with twenty some departments who are jamming too much information in, it's just too much. [Inaudible] our HR calls, our admin policies. There's content that just needs to be out there it's just a little much, and to give that to the public that's way too much. It makes people get lost.

It's really just letting the department heads work like we did on other ones. Scope it down to what a minimum content and actually have a system that actually works because that system doesn't work right. How much does it cost when we want to change our pages, a couple grand, right?

August Neverman: To make individual changes on the pages, it's around \$100 to make a page change is all contractual, so we have to negotiate with them for every single major page change.

Chad Weininger: We just have a really bad system.

Chair Schadewald: So Supervisor Lund communicates it the appropriate way? [crosstalk]

Sup. Vander Leest: I was going to ask about the upgrade that you're looking to do is that in the budget; are you going to put a disconnect out there where you are going to be able to shut your system down?

August Neverman: The UPS?

Sup. Vander Leest: The power system?

August Neverman: Yeah, the power system. So there is a capital request submitted for the UPS at PSC and yes, that is in the budget.

Sup. Vander Leest: It's in the budget right now?

August Neverman: It's a separate request, but yes, it is in the budget.

Chair Schadewald: We want that paid for. That was important to us.

Chad Weininger: It's in your budget book under Capital items. I'll be going into that later.

Chair Schadewald: Okay, that answers John's question good. Anybody else on the Tech budget?

Sup. Sieber: Do you have a cost to continue the live stream and or archive videos for Brown County?

August Neverman: I would have to ask for more detail on that. I don't know right off the top of my head because live streaming with ... Are you saying TV or whatever because-

Sup. Sieber: No, just to like a website, like YouTube or something.

August Neverman: From what I understand and I'll defer to Corporation Counsel, but from what I understand that requires that we now do closed captioning. He's nodding so I'm going to agree with him.

Sup. Sieber: Costs \$80,000 a year, per year, is that correct?

August Neverman: I'm going to tell you that it's like \$2 a minute.

Sup. Sieber: \$2 a minute, okay, cool.

August Neverman: So, you pay \$2 a minute for it. That's what the rate is.

Sup. Becker: I'm in the wrong business.

Chair Schadewald: Well that would be a lot.

Sup. Sieber: As far as technology, are there any other possibilities?

August Neverman: Well that's just closed captioning. I'm positive there are other expenses so if you would like me to generate numbers I can do that but I can tell you the big variable is the closed captioning and that it's \$2 a minute.

Sup. Sieber: I thought maybe two or three years ago that you had put numbers together already on stars what it would cost for Brown County to live stream and, or archive use plus closed captioning.

August Neverman: Right and I could, I can update, I don't have it right in front of me, so my apologies. But, I could get those numbers updated.

Sup. Sieber: Okay, yeah, I think that would be good, I've had a few people ask me about it and I don't know if I support it yet or not but I was just hoping to get the numbers and find out where they're at.

August Neverman: Whatever those numbers were, they're going to be a little higher and then there's going to be the surprise of the \$2 captioning and then we have to estimate that by hours.

Sup. Van Dyck: By my calculation, that just cost us six bucks. I know what you mean. Thanks a lot.

Chair Schadewald: Anything else, though, from the committee on his budget?

Sup. Becker: I mean in terms of the website and everything, I think it was Supervisor Hoyer's analogy the Drunk Uncle, and I suppose since this isn't live-streamed I could talk about drunk uncles. I mean, every government agency has a drunk uncle, like every family's got one. So, I mean to throw money at the problem right now is probably not the way to go. Figure out what we want to do, to Chad's point, to figure out what we want to do and how we want to do it. Then, we can try to figure it out from there.

August Neverman: Yes.

Sup. Becker: So, we got to do something, but you know.

August Neverman: I support a tool that we could change our own colors without having to pay.

Sup. Becker: Yeah.

Sup. Blom: Alright, that'd be cool.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

a. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Technology Services Department Table of Organization.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

6. HUMAN RESOURCES – Review of 2018 Department Budget.

Kathryn Roellich: There hasn't been, other than meeting the levy target and reducing our budget, to appropriately reflect our averages for the past few years. And, be realistic. There have been no drastic changes.

Chair Schadewald: Okay, and then any questions? My question, you showed me a presentation of this single source group that we could hire.

Kathryn Roellich: That's in another agenda item.

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Chair Schadewald: Another agenda item. Okay, good enough.

Motion made by Supervisor Blom, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

7. DEPT. OF ADMINISTRATION – Review of 2018 Department Budget.

Chad Weinger: For initiatives, we are going to continue with the fraud prevention and detection. This is something we will be testing so that we will be like Ashwaubenon with the ACH transfer fee to make sure those type of actions are prevented. Policy review in education. One of the things I do with this committee is every month I try and bring something new to you so you have better understanding. We need to do that county wide to keep everyone up to date with the policy. So, we will try to do something monthly to provide people with more information.

The paperless invoicing process, I know this is probably something we should have done maybe a decade ago. But this is something we are moving forward with to make things a little bit paperless, to save some funds.

If you go to page 33, like all other budgets the summary highlights, they kind of highlight the major changes in my budget. Really a lot of it has to do with that we were just not carrying over some funds that we had in the past. I've had a number of personnel changes, and I am actually recommending a few. This year I deleted one position. This year I am in actually at this budget, I am requesting the deletion of the half-time person. Now that resolution is before you and then also the deletion of the LTE-PIO officer. That's the NEWEYE position because it's no longer funded through NEWEYE, and the community I really should say, and then the addition of the Organization Development person.

So if you look at the bottom of page 33, you kind of see my staff global trends. And again, these cuts aren't really coming from me per se it's actually my staff are coming up with them saying "hey, if we change this, we can eliminate a person. We can do this better." So a lot of it is staff driven as opposed to bottom up to top down, which is great because I have a great crew working for me. I really appreciate that.

To talk a little bit about the 3 positions before you tonight, the Org Development Coordinator... so, usually when we start the budget meetings we actually kind of give a bigger picture of what is actually going on. So right now we have roughly, with a County Execs proposed budget was a 1% tax rate decrease. And we had about \$825,000 in levy capacity. As soon as we spend that money, we are done. We have to go to referendum where we have to find ways to cut. The public safety committee today, they basically spent all of but \$272,000 of that. My goal was in the next couple of years, using that 800,000 with that new construction to kind of take care of wage increases. So for instance, the sheriff's budget-not to pick on the sheriff, but this kind of illustrates that 1.8 million dollars in additional levy, some of that was levy shift because his charge backs went up. But that's levy- if that were to go up next year we wouldn't have the capacity.

So we would have to find cuts throughout the organization. So we are going to look at this person. What they're going to be doing is working with me to kind of lean up the organization to look at streamlining services, look at cross functions through departments. And look for those areas.

Because at the end of the day we are either going to have to cut programs and services, which means people, or actually start working to re-streamline the government services, so it makes sense. This person will help us with that. Part of the process what I want to set up is, this person will be working with me, HR, TS, the chair of the committee, to start reviewing each department. They will start to fine-tune it in.

We are going to do some analytics on the actual budget numbers. Start that way, but as you can tell from the majority of the budgets, there is not a lot of leeway in actual expenses. It's all people expenses, the majority of it. So this is a crucial position to help streamline our organization in the next couple of years because our budgets are going to get tight, extremely tight, unless if there is a

change of legislator and levy limits are lifted, or we have someone going to referendum for levy increases. But given that, the sales tax was passed, and we are supposed to be going down like 6 years. I'm assuming that's not the direction the committee or board wants to go, so this is a critical long-term plan to help address our needs moving forward.

The other one that I'm going to be asking for, that's actually on your desk, it's loose, is the deletion of the halftime person. It's the half-time bookkeeper, Bookkeeper I. With that deletion what I would like to do is make wage adjustments to the rest of my team that would be absorbing additional duties and kind of help with the comp class issues, and...

Chair Schadewald: Okay, that's 7a, this one?

Chad Weininger: Yeah, I'm sorry, this one right here. It's the one with all the changes.

Chair Schadewald: 7a.

Chad Weininger: So...

Chair Schadewald: We'll get to 7a.

Chad Weininger: Yes, so this chart's a little bit hard but I can talk about now, or I suppose I could talk about it later.

Chair Schadewald: Talk about it later because-

Chad Weininger: Okay.

Chair Schadewald: That's under 7a and we'll do that-

Chad Weininger: Okay, and then the last one is the PIO, which is this one right before you, this is the NEWWEYE one.

Chair Schadewald: Now, that one we have to do under 7, correct?

Chad Weininger: No.

Chair Schadewald: Because there's no 7. Is that...?

Chad Weininger: So, actually-

Chair Schadewald: Are these both 7a?

Chad Weininger: No, so, what it is is before you in your packet is the Org Involvement Coordinator. These 2 right here are not in your packet, so I'd like you to take them up during the budget.

Sup. Becker: So, we're not taking up NEWWEYE right now?

Chad Weininger: Yeah. I'd like you to take up NEWWEYE and I'd also like you to take up ... We shouldn't call it NEWWEYE. We're not technically voting on NEWWEYE. We're just voting on the person that was funded-

Chair Schadewald: Okay. So, these two are not 7a.

Chad Weininger: Yeah. So, they're really not resolutions under you. So, you need to take it up during the budget process.

Sup. Becker: So, you're not talking about these today.

Chad Weininger: No, you need too.

Chair Schadewald: We need too.

Chad Weininger: Yeah. You're voting on-

Chair Schadewald: That's what I was trying to figure out which ones were today. So, let's do this. Any questions though of them first, supervisors or committee members, about his budget.

Sup. Becker: No.

Chair Schadewald: Any questions about the budget? Any questions?

Okay, let's start with NEWEYE. So, we have in front of us, and that would be under 7 because it's his department budget, Resolution Improving New or Deleted Positions during the 2018 Budget Process in the Administration Department Table of Organization, which eliminates the Public Information Officer. It says, the fiscal note this resolution does not currently reflect in the 2018. The budget is change neutral as it reduces the employee expenses in the governmental revenue.

Chad Weininger: So, basically what's happening here is we had a dollar amount budgeted for that position. We had revenue coming in. So, there's no revenue coming in, so when you deleted this position it's budget neutral.

Chair Schadewald: So, we have to pass this to move it out of the table of organization.

Chad Weininger: Yeah. So, I'm removing it out of the table because there is no funding for it.

Chair Schadewald: Okay.

Sup. Kneiszel: There's no revenue coming in because...

Chad Weininger: NEWEYE.

Sup. Kneiszel: Were taking down NEWEYE.

Chad Weininger: Yeah, because what had happened is ... Okay. So, to help increase transparency we originally were trying to float the idea of hiring an internal person. There wasn't a whole lot of support for that, so this way we are spending \$10,000 a year for operational to basically get our videos online, to get them on TV, and do programming. So, we were paying \$10,000 for that which was actually pretty cheap. All the other communities were picking up a majority of the cost, and what had happened is...

The model behind NEWEYE is that municipalities would want transparency. They would want their meetings videotaped. If that were the case there would be a lot of municipalities and there would be enough to fund one position plus additional positions, which would be cheaper for them doing it themselves. That's the whole idea behind it, but if there's municipalities who don't want their meetings taped, and don't want them on transparency there's really no value in it or if they don't see value in public service announcement about trash pickups and what you should do if you have a case of the rats or a number of different things, then there's really no value to it. So ...

Chair Schadewald: Municipalities did drop out.

Chad Weininger: Yeah, there's two dropped out. I believe Howard was one and then Allouez was one. There's a couple other municipalities that just didn't want their videos taped. So, there's really

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no volume for it.

Sup. Becker: I got a problem with this.

Chair Schadewald: Then don't vote for it.

Sup. Becker: To me, we're the fourth largest county in the state, so the value should be we want to lead, and if those communities don't want to do it well that's fine, but we need to have transparency. We need these videos out there.

Chad Weininger: Yeah.

Sup. Becker: Being as big as we are we need to find a way to get these live streamed and online.

Chad Weininger: So, Supervisor Becker, what's before you really isn't that per se. I mean you can take that up. That wouldn't really be my budget anymore. This is just basically that that position is no longer funded. So, in order to fund that position, I heard an estimate somewhere between \$120 to \$150,000 to fund one person to keep things as is with the closed caption and everything.

Sup. Becker: That's the whole package. Is \$120-\$150-

Chad Weininger: To keep things as is it's about \$150 and we would-

Sup. Becker: That includes closed caption-

Chad Weininger: Closed captioning, everything.

Sup. Becker: I mean.

Chad Weininger: But we won't be able to do it through this pathway.

Sup. Becker: How do we do that?

Chad Weininger: So, what you would do is you would probably get a new estimate from August, and you would then add it to his budget for that position. I do have somewhat of another idea that may be less expensive.

Sup. Becker: I mean because, point blank, it's unacceptable that we don't have this done.

Chad Weininger: Yeah. Well-

Sup. Becker: And it's not your fault. I get it.

Chad Weininger: Super ... Supervisor, if you remember this at last County Board meeting, \$10,000, the County Executive got raked over the coals because of the videos and stuff.

Sup. Becker: It's ridiculous.

Chad Weininger: The other option would be to do the transcription. Don't do the videos live. Don't do the media creation. And just actually record the videos, get them posted online, and get them transcribed. That we can actually do. That's going to cost about \$15,000.

Sup. Becker: Okay.

Chad Weininger: All the meetings would have to be recorded in here. We would have to make sure that this equipment is up and running all the time, which it's not right now. It's been broke for the last two weeks. The other thing, what I would recommend then is actually increase... run it through

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the County Boards office, and I believe that the chairman was looking for an increase for the two staff right now. So, if you give them that increase and that additional money what would happen then ... and I got to work through this a little bit more, but they would actually make sure the videos are running. They wouldn't have to type these minutes because they would be transcribed. You pay for the transcription. That would free up all their time to do additional duties. And that would free things up.

However, that's really rough. I would have to do a run through to make sure that would actually work, but I did talk to a few people today and that's a potential. I apologize I didn't talk to my office about it.

Chair Schadewald: This is not his department budget. We're way off topic.

Chad Weininger: Okay. He asked me a question.

Chair Schadewald: I gave the leeway for the answer. What I would recommend, Supervisor Becker, is that we are not going to have this LTE public information officer in our budget for next year, so we should pass this resolution tonight. The same as...

Sup. Becker: This isn't the budget.

Chair Schadewald: This is the same as Supervisor Lund putting a communication is about the website. We can put communications in about how we want to videotape our meetings, but...

Chad Weininger: Could I, Mr. Chairman with respect?

Chair Schadewald: Sure, go ahead.

Chad Weininger: This is during the budget process, so if you are going to make a change and it's going to be \$150,000 or \$20,000 you really should try to do it in this budget because next year we may not have ... I mean you may hit your levy limit this year, and I'd hate to have a structural deficit going in 2018 because we won't have the money.

Chair Schadewald: Well, that I understand but it wouldn't be under your department.

Chad Weininger: No, but what I'm saying is that it shouldn't be of communication. You should bring it up on the board floor or at Executive Committee.

Chair Schadewald: What he's saying is if you're going to do it and you want the money put it on the board floor for a vote in the budget so we don't create a structural deficit.

Sup. Becker: Oh, yeah, absolutely.

Chair Schadewald: So, you wouldn't put in a communication. You would put in a budget proposal increase. Okay.

Sup. Blom: Quick question, on page 34 of the budget book, the second line item from the bottom of the staff summary is that the position that we are talking about Chad? The LTE Public Information Officer \$41,656, is that this?

Chad Weininger: Yeah. That is that one.

Sup. Blom: So, that would then be removed from the budget?

Chad Weininger: Yeah.

Chair Schadewald: As it needs to be.

Sup. Blom: Right. I'm just making sure.

Chair Schadewald: Any other questions? Then would you make that motion to remove it?

Sup. Becker: I'm not making the motion.

Chair Schadewald: No, I got it.

Speaker 1: Are you going to vote for it?

Chair Schadewald: Trying to make the motion.

Sup. Becker: I mean you have to vote for it, but...

Chair Schadewald: Yeah.

Sup. Becker: I'm not going to either.

Chair Schadewald: Well, okay, that's fine, no, no, if you keep it in... here's the thing though guys, this is not ...

Sup. Becker: If he keeps it in he's not going to do anything all year. He's going to sit at a desk.

Chad Weininger: There's no funding.

Chair Schadewald: Right, right, right, but I'll second it for discussion. You guys can vote however you want, but understand there's no funding for it, and you're just leaving it on the table of organization with no funding if you vote no. Is that correct?

Chad Weininger: You can make your political statement at the County Board.

Sup. Becker: Right, I get it, voting for it and voting ... It's not a good use of taxpayer money to vote against this. I just ... I'm frustrated because, being the fourth largest county in Wisconsin I don't give a crap what the municipalities do. We need to lead. We need to be leaders with transparency. I mean, we need to have some sort of fix.

Chair Schadewald: Okay, we understand you're going to vote no. Got it. Okay. (Laughs) I just want to...

Sup. Becker: What I'm saying is I'm going to vote for it, but... Because...

Chair Schadewald: You don't want to second it? Right? Right, right. Okay, got it. Okay. John made the motion. I second it, so we can vote on this. Is there any other discussion? We are voting... I want to be clear. We are just voting on removing something from the table of organization which I believe as chairman, is prudent if you're not going to fund it because, otherwise, you're like, "This doesn't make any sense."

Chad Weininger: And it's not that you're not funding it. It's just there's no funding there from the source.

Sup. Becker: I... Yeah... It's semantics, I get it. I... yeah.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to remove the 1.00 FTE LTE Public Information Officer. Vote taken. MOTION CARRIED UNANIMOUSLY

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Chair Schadewald: Okay, so what he did is he eliminated a position, half-time book keeper. Then, he changed all the positions, and basically, took that money and reallocated it, all except for \$216. Is that a correct summarization?

Chair Schadewald: Reallocated the salary pay to the book keeper. Now, so we understand it, and the supervisors understand, what's the efficiency gained by this?

Chad Weininger: It's really, just streamlining staff. This is going to go on conjunction with the paperless initiative, and again, you have to remember that if you have less stuff, less staff, to the same job more efficiently, you do have the WRS costs. You don't have a lot of those long term liabilities. So, and that's the end point. That's why we would do this. And, to tell you the truth, if you're to say, "Chad, just go hire that half-time person," that would just be really wasteful. So, I just think that would be a bad policy decision. And again, this is coming from my staff. This isn't driven from me. Actually, the last ... the last two ... actually, the last three reductions have been staff recommendations.

Chair Schadewald: Alright, so you end up with less money spent, like \$216.

Chad Weininger: A leaner organization.

**Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Chair Schadewald: Now, before we get to 7a, I have a motion. As Chairman, I constantly try to look to see where we can gain, in my mind and hopefully the committee's mind, some efficiencies. When I was on the board previously, Payroll was under Administration because, obviously, Payroll is related to the finances and the IRS. And this IRS audit ended up having good things. I believe our Human Resources person, I want them to concentrate on Human Resources, hiring, firing, and we're going to put a lot of work on them with the Class and Comp study.

We're taking some money out of this budget, like 2%, it was a very small amount, but it's money that we've got to fix a lot of situations with. So, my proposal is going to move Payroll from Human Resources to Administration. And, I would transfer \$190,139 in wages and benefits from Payroll, for the payroll staff, from Human Resources to Administration. You would also have to transfer \$2,000 in related revenue from Human Resources to Administration. And then, you would increase wages and benefits in Administration by \$10,222.

I've talked to everybody, Human Resources, Administration, and they agreed with this. But, if you have questions with them, that's fine.

The final addition to the whole thing, on the property tax levy is \$10,222. Again, I'm not a big tax increase person, but every penny is 200,000 so this is one half of a percent, however, we're not doing that. Just to understand, there's no implication on any of that. This is where I believe we will gain. First of all, just as a layman, doesn't Payroll go under Finance. Just for the cutting of checks and accounting and all that stuff. Human Resources has evolved today to insurance and keeping up with all of the federal regulations and making sure we're ADA compliant. And now, we're still under Obama Care, so you got to make sure we're under ACA compliant, and the grievances, and the discipline. So, that's why I'm doing it.

Chad Weininger: It's become a lot, really technical in nature, very IRS, the best person here in our office is actually Dave, and Payroll would be reporting to the Finance Director, and he has a higher level of the technical expertise needed to keep us out of those IRS audits, which we've gotten in trouble with in the past.

Chair Schadewald: And, that's why I've made the change.

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Kathryn Roellich: I just had a quick question, valid from Supervisor Van Dyck, are we talking about the two Payroll Specialists not the HRIS Analyst?

Chad Weininger: We're including the HRIS Analyst, all three...

Chair Schadewald: Yeah, I can name the positions: the HRIS Analyst and two Payroll Specialists.

Kathryn Roellich: Okay, I just wanted to make sure that everybody understood.

Sup. Kneiszel: Does this reflect how other counties are doing it?

Chad Weininger: To tell you the truth, there's a variation I believe throughout the counties.

Dave Hemery: In Door County we had our Finance Department that did payroll.

Chad Weininger: This is right now what it is; HR is trying to focus in on the HR piece of it, working on health insurance, working on employees stuff, working on all those things. It would probably be helpful just to take this out and let them focus on the core responsibilities and put oversight over someone who has more technical expertise because it's more technical in nature than it is more of like human relations pieces of it.

Chair Schadewald: And, I want the committee to understand, this is something that I've been thinking about ever since I became Chairman of Administration because I've seen the way things ... Remember how we went through all those HR directors, and you know, your payroll is the core of your employees and all the stuff, and we want to keep the continuity. And so, no reflection but, I just think this is a better model. That's my opinion.

Sup. Kneiszel: I don't have a problem with it, it's not the experience I've had from the private sector, but that's not to say that that's right or wrong.

Chair Schadewald: Well, actually in my school district, payroll all went through finance.

Chad Weininger: The city payroll goes through finance too.

Kathryn Roellich: I just wanted to say with this change, I don't take it as personal reflection on anything that I would do. The other thing is I am a Human Resources person, I'm not a finance person, and there are a lot of things that ... 85-90% of what payroll is, goes under a finance kind of aspect.

But that doesn't ... just because we transition where it is, it wouldn't negate our ability to work together to make sure that anything we set for class and comp or pay, or payroll deductions, or any of that other stuff. It's not going to alter our ability to work together. I am not concerned about that at all.

Chad Weininger: Actually it will help that functionality, because now they're going to have to go through finance to actually get some of their numbers.

Sup. Kneiszel: So it sounds like all parties involved support this and that's fine. Is there a cost to moving employees around or office changes, or-

Chad Weininger: No, tell you the truth I would ... my recommendation would actually just keep them there. There's no reason to move them right now.

Sup. Kneiszel: Okay.

Chad Weininger: We are looking at some additional moves, so when those other moves happen, we may move them then, but it's just really a reporting structure. So I don't think there would be any

cost to that. That's per my recommendation. They're going to be reporting to Dave, so that's why I'm looking at them to make sure their okay with that. And he's fine with that.

Sup. Kneiszel: I just recall a discussion about Technology Services, and it was like, holy cow.

Chair Schadewald: The question is right to the point though. Is there going to be any subsidiary technological costs that you haven't considered to this, that you can think of?

Chad Weininger: To tell you the truth, even if we picked a computer and moved it down you'd be plugging it in a new port. We're already ported up for-

Chair Schadewald: Mr. Treasurer, you have a question on this?

Paul Zeller: Just wanted to make you aware about a related issue. So, every two weeks, the Treasurer's office prints between 1,700 and 1,800 pay stubs. Some of those are mailed, many of them are picked up from our office on Friday mornings. So I'm not saying that we should abandon that procedure. What I'm saying is that the world is moving to transferring or informing employees differently of their pay, and how their deductions occurred and such. So it's not a problem, we can handle the load. We do all the printing, we order the forms, our department pays for the printing, the forms... the mailing and such. But it might be worth looking at.

Chad Weininger: Honestly, this has been a point of frustration for me since I've been here. And I think it's crazy that we just don't do it electronically. I was at the city and they've been doing it ten years ago. It's something that when August came, we started looking at, and we've been working through a number of different options. August I'll just turn it over to you.

August Neverman: Yep. We did look at doing this through a couple of our existing systems. One of them was over \$150,000 to do this, and we're paying about \$3200 for the existing mechanism. The next cheapest one was \$50,000, so we didn't feel either of those were appropriate investments, because it was way more expensive. But we have come up with a solution, which we've tested out with ADRC using a tool called laserfiche. We believe we're going to be able to use it for payroll. We have some challenges to meet with this, because everybody has to have an account for that to work, and there are certain areas within the county that ... staff who don't use computers may not have an account, so we have to work that out. They've got to have an email address, they have to have an account. So we have to work that side out, and we also have to get the interface to Logos, which we've done once already, so we're confident we can make it work. It is slightly different, though, for the county staff. So we have a model that has been tested and is functioning right now with ADRC. And we expect to do that in-

Chair Schadewald: Does that answer your question, Mr. Treasurer? We are working on it.

Paul Zeller: Yes, and not to complicate ... the intention is not to in any way involve this process within this potential move or your idea. We'll continue to do it until the process decision is made.

Chair Schadewald: We are very glad you brought it up, and as Administration Committee we'll try to follow up as the months go by.

Sup. Van Dyck: [crosstalk]...in this area, but all I would ask is that you specify when you say payroll ... I think it's the payroll processing, because I could see at some point in time that you might hire a payroll analyst or a compensation analyst, which I then don't believe that fits into that department, and that should stay in HR. I know we don't have that today, but I think it's important to kind of point out for the future, if we would get into that stage, that we're not talking ... we're talking about payroll processing, not necessarily compensation-

Chair Schadewald: My motion, I can identify those three people specifically, is what you're saying.

Chad Weininger: Actually Supervisor Schadewald, if you don't mind. So what actually has to be done ... so you need to make the change in this budget, but you also need to refer to Executive in

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resolution form, because you are changing the TO which will be spelled out in that resolution, so then Camille, who's our senior analyst, she'll be drafting those.

Chair Schadewald: So John, if you second me, I would amend the motion to make all the things they said and refer for a resolution to the Executive Committee to change the Table of Organization. Okay? Is that agreeable? Okay. Anyone know where Mark went? Okay. We'll find his vote later. All those in favor say aye. We'll find out what Supervisor Becker wishes when he returns.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to transfer \$190,139 in wages and benefits for Payroll staff from Human Resources to Administration; Transfer \$2,000 in related revenue from Human Resources to Administration; Increase wages and benefits in Administration by \$10,222 and refer a resolution to the Executive Committee to change the table of organization. Vote taken. MOTION CARRIED UNANIMOUSLY

a. Resolution Approving New or Deleted Positions during the 2018 Budget Process in the Administration Department Table of Organization.

Chad Weininger: The org development coordinator, that's the addition.

Chair Schadewald: Okay. So this is ... a new position was submitted ... tell us just briefly.

Chad Weininger: So really again, this one is more long term range thinking. I thought it was going to be long term range thinking, but we will be at our levy limit the way that the spendings going. I didn't mean that negatively. I just said that ... it's just a fact. So in order to prepare us for the 2019 budget, I'd like to bring someone on board to kind of help clean up all the processes that I could have ... need different type of committees. One would just be an internal committee of looking at actually just usage of dollars, and the other one would be more of a global approach where we would be working with the internal auditor, HR, TS, admin, the chairmen of each committees to look at each department to see if we could do some cross-functionality, and to look at different areas where we can kind of consolidate and combine services.

What happens is if we don't think long range, what's going to happen is what happens in the past. We just cherry pick people in positions, and we wind up with a dysfunctional organization. We're going to be at a point where we're going to have to make cuts and if we're going to look in the long range, it's better to be more methodical and more strategic about it, as opposed to saying, okay, let's just cut this program because we can't fund it, because-

Chair Schadewald: And this is the appropriate time to do it, because if we do the county board does use its total levy limit, and then in 2018 we don't get the growth to maintain our current position, we're going to have to make cuts, or go to referendum, which nobody-

Chad Weininger: And I didn't mean that to sound as ... I was just being factual...

Chair Schadewald: Sure.

Chad Weininger: The money's being spent so it would be nice to...

Chair Schadewald: Supervisor Becker, we voted on the ... by a motion, he would vote aye, so it's unanimous. And I and the Department Administration ... okay.

Sup. Kneiszel: Are you saying by implication that you think your department's not doing an adequate job of planning for the future now?

Chad Weininger: No, what I'm saying is I need some staff, because there's over 20 departments, and I don't have control over those 20 departments, so it's helpful and that's why I would have a county board chairman sit on there to help kind of look at the specific ... to actually drill in departments to see what cuts there could be. Because right now, I know I could probably make some changes within

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two or three departments, but I would have to spend some time to make sure that that's really truly adequate and that can happen. In the past they just made some changes, and it was kind of like, let's see if we can make this work as opposed to making sure it can work.

Sup. Kneiszel: Any reason why this need wasn't identified earlier?

Chad Weininger: Because the traditional way of doing budgeting ... well actually let me go back. This position did exist and was cut out of the budget I think last year or the year before.

Sup. Kneiszel: It did, the same exact-

Chad Weininger: They did a little more org involvement so it was little bit more, the goal was to help train, but that person also started looking at ways to streamline the organization. That person used to be the old DOA so they knew the stuff extremely well. There's a high level where I can say, let's look at these areas, but then we have to go in there and actually makes sure it works because what happens is when you talk to department heads, no one wants to lose staff.

Chair Schadewald: Nobody!

Chad Weininger: It's a continual fight and without having a justification of a way to make it work, those changes are going to be extremely hard to force.

Chair Schadewald: What I remember on this, just so you know, is it's sort of like the class and comps study... we're looking at wages, and everybody argues from their point of view and from their position, which is personally understandable. This though is not class and comp, this is our organization. This is Brown County. Why do we... this is not his department. It is in his department but it's supposed to go through every county service, the 911, the library, the park and recs, and start saying, "Hey you know, we're hauling dirt over here for the parks but we also need it for the public works", which are really running our trucking the right way? Are we really doing IT the right way? Are we really doing certain things? Obviously can't do everything all at once, but I think there's certain places where a fresh set of eyes might be able to tell us, "Hey, you know, you're spending" ... like our website ... "you're spending a bunch of money in the wrong place." That kind of thing. Now, what I would tell you though is that if this person, if we vote on this and do this, we expect results and I want reports to this committee and -

Sup. Kneiszel: And what if you don't get them?

Chair Schadewald: Then we eliminate the position, which we did in the past.

Sup. Kneiszel: Could this be done by a consultant or a hired person who could come in one time and look at everything?

Chad Weininger: The problem is we have tried consultants in the past, we've tried for Comp Class, we tried for the interim HR director, we didn't have some very good results because unless they actually government experience. The only thing too, this isn't just where someone's going to be able to come in and analyze the department and I've used that at the City of Green Bay and we've made changes that way. What I'm looking at is someone actually not come in and say, "Hey, you need to align it this way is to have someone kind of help with the department head, because we are very decentralized here and this kind of gets to your point and why are we so inadequate? It's really about working with the department heads because we are very decentralized and they have total control over their budgets. It's getting them engaged and drilling deep down to see what cross-functional pieces we can do with the different departments also as opposed to just me going in and saying, "I think you can do X, Y, and Z," it's going in and testing to make sure it can be done. You won't get that from a consultant.

Chair Schadewald: Consultants are going to justify their job. I could.

Chad Weininger: Consultants are going to cost you more and they are going to only focus on one or two departments -

Chair Schadewald: Right, they're not accountable.

Sup. Kneiszel: What kind of professional background does somebody like this have?

Chad Weininger: For me, I would be looking for someone that actually worked in government that has budgeting experience that can look at other organizational structures. For instance, we would look at best practices for Waukesha and some other counties and try to mirror them and then drill down to the actual positions and the flow work.

Sup. Kneiszel: I guess I always just assumed you were doing this kind of thing, and -

Chad Weininger: No, we are. But what I'm saying is ... Okay, what I'm trying to say is we can do pieces of that, but next year we're not going to have any equalized value because it's going to be gone so we're going to be at net new construction. If health insurance goes up, that was roughly \$2 million dollars, wages roughly about \$2.5 million, cutting 4 million dollars out of the budget? You could say, "Hey, that's only 20 positions." Well, they're not coming out the Sheriff's Dept., so that leaves Health and Human Services. Well, guess what, a lot of their services are mandated so that means we need to really fine tune the pieces, and we have been fine tuning, and we have been making a lot of cuts over the last couple of years. I think we have done a really good job budgeting. The county execs budget has been below the tax rate every year and we have been making the cuts. This year, I had to have the departments make cuts just to cover a portion of the health insurance, so we are narrowly cutting the departments but we've been working with department heads to make those cuts as opposed to just going in and covering them up because department heads don't want to have to terminate people. That's just human nature. We're going to get to a point next where that's going to be forced and my past practices with them is they won't give them any employees up, or look at combining those services unless they're forced and you need the time to actually start doing that and working on that and that's why I'm saying we need to more of a group to look in because the internal auditor identified some areas. I know of some areas, but we need to make sure that those things work because we don't want to happen is what happened in the past, is you have people at the top making unilateral decisions and the organization doesn't function as well. For example, Supervisor Van Dyck was saying, "Hey, it's crazy. You have a risk manager and a purchasing manager. That's the same position. Why is that?" Well, guess what, it's because someone had to make the cuts and they said, "Oh, we can just take these two and move them together." Then you wind up with a dysfunctional organization and the organization doesn't work as well as you do. Or you wind up with a department, where like HR, it's taken a little while to re-group it. That's where you're gonna wind up with.

Sup. Kneiszel: Okay, I have a question for our long-term person from historical perspective, is this something you support?

Chair Schadewald: Here's why I support it. Actually it's not so long term as what I've seen in the last 10 years, now it isn't even on the cutting board. When you get into these budget cycles where you either freeze the tax rate or you limit it or whatever, you start making a bunch of cuts, that get you through that year but have no longitudinal logic behind them, okay? Or you end up with a long-term thing like, "We cut this, we cut this, we cut this." Now it's going to cost us more to do it, if we would of done it ... My perfect example is this gall darn insurance. How can you go five years with no increase and go, "Well that was smart."

Sup. Kneiszel: But that was the elected officials making that decision under the advice of others, wasn't it?

Chair Schadewald: No, that was in the Executive's budget.

Chad Weininger: What was?

Chair Schadewald: The zero increase on insurance, correct?

Chad Weininger: Well, okay just to be fair though, the Executive ... This is what had happened. He proposed a budget that balanced it. You guys didn't want to make the change. You guys could have made the change if you chose to, but you did not.

Chair Schadewald: Right, so it's a back and forth. We don't have to blame anybody. But I'm saying, he's said it was from us. We ended up voting on it.

Chad Weininger: But you did. It wasn't admin saying, "Use the \$8 million dollars of fund balance over the last 3-4 years." It was action by the Board, that's what had happened.

Sup. Becker: Yeah it was us.

Chad Weininger: You guys made that decision to kick the can down the road.

Chair Schadewald: Right!

Sup. Kneiszel: This was before you.

Sup. Becker: No, we did it last year.

Chad Weininger: No, last year - [crosstalk]

Chair Schadewald: We made the change last year. [crosstalk]

Chair Schadewald: My point is this. And I'll go back and I can, you can look at it and stuff like that, but I'm saying, it's not bad you were asking my opinion. It's not bad to say to ourselves, "Learn from the past for a better future." We've never been at the budget limit, levy limit, right? Not in the last -

Chad Weininger: Well, you got to remember that this is a newer thing, started in 2010-ish.

Chair Schadewald: Right.

Chad Weininger: We've had capacity -

Chair Schadewald: We've had capacity.

Chad Weininger: The flow, it just, over the last two years that capacity went from this to this, so we thought we'd have more room to study it, but because of the amount that's being spent, it's shortened up. The answer, is yeah. You know why, I do look at cuts. Actually, I recommend cuts all the time. I have been doing since I've been here since day one. Can I do it by myself? You know, yeah, if you don't fill this position, we're going to have to make the cuts and I'll find the cuts, I just want to try to do it in a more methodical way. This position was around at one time, it was eliminated last year to give HR a different type of position-

Sup. Kneiszel: So it was eliminated last year?

Chair Schadewald: Right.

Chad Weininger: This position had been around for a while. What I'm saying is because we're getting closer, it will be to the levy limit, which I think will probably be there for sure next year. It would be helpful to be proactive, to start looking at it. If I don't get the position, I'm still probably going to go through it, but the problem is my other job duties, I usually have to come in on the weekend anyway so there's only so much time and capacity I have as a human being.

Chair Schadewald: Give him the history though? Why was the person cut, or did they retire, or did they leave and we didn't fill it?

Chad Weininger: It's because the last HR director wanted to have a person just to specialize in employee benefits, or to employee relations.

Chair Schadewald: Right, it wasn't like we're talking about this positions. There's a history, I know that kinda went -

Chad Weininger: We had this position for a while, the person, I would say was actually pretty good at it. And could kind of help and kind of dig in. Because there's the normal day to day job functions that people are required to do, and then there's the larger piece.

Sup. Lund: Yeah, when we put in the Benefits Committee, and now they have the information, now you don't see 200 of them at the meeting. When you saw 200 of them three years ago at the meeting going "Are you guys crazy?" It's hard to be able to tell people what's going to happen when they have no idea. Plus our meetings are open meetings. It's different when you're in the private sector and you say "Well we're going to raise your rates 15% next year." Well you either like to have your job or you don't. You have no redress. But with the government, you have a redress. So now they know that it was going to go up. It went up this past year. It's going up again this year.

But now they understand it. So we don't have all the people here screaming about it. I think that the county board did a good job with redirecting it away from a budgetary process to a yearlong process that they could understand that they could actually be part of the process. So.....

Chair Schadewald: And that's a disposition made to disorganization too.

Sup. Kneiszel: So the way to judge performance standard, if this is every year, is to say "Well we're not going to put it in a budget or we're going to keep going with it in the budget."

Chair Schadewald: Isn't that what we should be doing with all our positions.

Sup. Kneiszel: Yes.

Chair Schadewald: Do our decentralized departments system do that? I don't know. This may push that envelope to think about things. I've been quite impressed by a lot of our departments under our committee, but the same token, I am hopeful the other ones do. But I'm not sure. I hope. But I don't know. Maybe if we had somebody that could report to us that they are doing things then maybe yeah. So I'm going to support this position. Not just cause of a history but because I believe it's proactive for the future is what I wanted to say. I think it's a good proactive position.

Sup. Vander Leest: I'll second that.

Chair Schadewald: Do we have a motion on that yet?

Sup. Kneiszel: You just made one.

Chair Schadewald: I made one. There we go. And we got a second. End of discussion.

Sup. Vander Leest: I have a quick question.

Chair Schadewald: Sure.

Sup. Vander Leest: I think that if we look at the long term process of the five years with six persons on board, you have a good scope of what could be done. You can actually save the county money. And the people are efficient. I think that there's a lack of -

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Chair Schadewald: Clear understanding.

Sup. Vander Leest: And I think it will help all the departments as well.

Chad Weininger: Well, that's why we're doing it.

Sup. Becker: That's the goal.

Motion made by Supervisor Schadewald, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions and Ordinances

8. Ordinance Amending Subsection 4.57(1) of Section 4.57 of Chapter 4 of the Brown County Code of Ordinances Entitled "Overtime and Compensatory Time."

Kathryn Roellich: When you're looking at number eight, I think it's also important to do number nine. Cause they work in conjunction. Item number eight. Last year, it's my understanding, this language was put in to calculate overtime based on up to eight hours of holiday or vacation time of employee use in the total. Ultimately, it's caused some issues with employees perceiving disparity in treatment about overtime compensation. It's exceeded the projected fiscal impact and then implementing it and administering it has been much more complex than what was originally anticipated.

And that's why I said it'd be good to look at number nine as well because in number nine item number three, rather than pay this overtime, which legally we're not required to do. And it isn't a one-size-fit-all answer. I think developing HR working with each department to look at using those dollars in a way to address their staffing needs, those special circumstances, whether it's on-call or call-out pay, or night differential or some of those other things that truly have kind of a negative, adverse impact on employees and their lives and the way things work. I think it'd be a more appropriate use of those dollars so that it fits accordingly to the department and not trying to make a one-size-fits-all because it doesn't work that way.

Chair Schadewald: Okay. For the committee members and those supervisors who're in attendance, especially those on the executive committee. Supervisors Lund and Van Dyck, do you understand what this is doing?

Sup. Lund: Yeah, I understand.

Chair Schadewald: It's just totally rescinding.

Sup. Lund: Yeah, I've read it and that it's taking out all the stuff that was done last year. And it's saying "Hey look. This ain't working."

Sup. Van Dyck: I support the change. I did not support the change last year because I really think this is a prime example of how we get ourselves in trouble by looking at things in isolation. And I respect the fact that groups have the open forum to come and ask for things and petition for things. But when you take each one of those individually, somewhere along the line it's going to cause a problem somewhere else and so I agree with backtracking and I'm not saying get rid of the money, but take it and direct in places where it's really going to make an impact. I think Kathryn said something about the night differential is 33 cents. I agree with her and I was going to come up with 33 cents is not worth it, you know. Maybe it should be a buck. Maybe it should be two dollars. I don't know what the answer is but that's going to have meaning to doing something and changing something. Just carte blanc handing out overtime to people is not the answer in my opinion. I know we're going backwards but I don't think we should have been here in the first place.

Kathryn Roellich: Sometimes you take one step backwards and two steps forward.

Chair Schadewald: That's very common in many a journey.

Motion made by Supervisor Becker, seconded by Supervisor Blom to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

9. Resolution re: Updates to Existing Employee Compensation during the 2018 Budget Process.

Chair Schadewald: This is the 1.84% base salary increase. Just so everybody understands, satisfactory. This is now back to a performance base. So we went a few years with everybody got increases now we're going back to department heads can ... performance base. Not everybody is getting 1.84 but everybody that does satisfactorily, gets the 1.84 okay?

Kathryn Roellich: It's a pass value. Either you're satisfactory or above or you're not. You either get it or you don't.

Chair Schadewald: You either get it or you don't. And then 2% of the base wages, which is a set amount, is set aside for other...

Kathryn Roellich: To address class and comp issues.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

10. Resolution Approving Changes to Employee Benefits during the 2018 Budget Process.

Handouts were provided in which M3 Representative Cindy Van Asten went through.

Kathryn Roellich: So last month, M3 was going to come and do a presentation. Unfortunately, there were scheduling conflicts. You had asked for them to come back. Tonight we are just going to hit a couple of highlights, which I have put up on the screen and I will primarily focus on slide number 3 that you have in your packet.

Chair Schadewald: Right, so if you open up the packet, slide number 3 is the nitty gritty. That is what I asked her for.

Kathryn Roellich: This is Cindy Van Asten from M3.

Cindy Van Asten: So slide number 3 in your packet should be the 2017 Health Plan Performance Monitor. I will run through the monitor for those who are not familiar with it. On the top, left hand page, our medical administrator, our third party administrator of our claims is UMR. Our prescription drug administrator is Express Scripts.

Chair Schadewald: It is hard to read on this and it will be hard to read on that, but let her go through her presentation.

Cindy Van Asten: Maybe what I will do is just kind of hit to; this monitor shows the performance of the health plan in calendar year 2017. It's operating at a 115% loss ratio. The monitor will show you, on the top middle section, the rates that are currently in place for the single and family. That's your aggregate over all monthly rate employer and employee contribution. The reason that the plan is running at 115% loss ratio, there are a number of factors. I think some important things to understand. Forty one percent of the current spend in 2017 is driven by 2% of the population of 58 high cost claimants. The 58 high cost claimants are averaging \$61,000 per claimant. They are very catastrophic diseases, cancers, cardiac type of issues so they are all driven by high cost claimants. That is 9 more high cost claimants than we have had in previous years.

Last year we also had some retirees on here. The retirees actually, based on some of the plan changes, dropped. So last year, there were 54 retirees on the plan that were driving 1.2 million. That has dropped to 6 retirees who, this year, are only driving about \$275,000. So predominantly, we have a significant increase in high cost claimants on the plan.

Chair Schadewald: So to sum up for the committee and I have looked at this several times. This is a hard read. So we haven't had an insurance premium increase for 4 years. Or we said 5. It was 4 or 5 and so now we are running at a 115%, which means, if we plan for the following year, we should have at least a 15% increase. That would be anticipating no more, but what we built into this resolution is an 18. What is the actual?

Cindy Van Asten: Eighteen and a half. 18.59

Chair Schadewald: 18.59. So we built in 18.59 in this year but if you average that over the 5 years that's like three point something per year. Understand that this is more prudent for the financial health of Brown County because that means we'll cover if we have the same and it can be any 2% of the people that have 41% of the claims. That's pretty common in any group. You have those people that get sick and have the major costs. Not only that but we will have a little bit of change for the 3% of the anticipated increases in healthcare which is probably not even the healthcare average per year. Which is probably not even really the healthcare average per year increase, is it?

Cindy Van Asten: Well the average trend increase is between 9 and 11%.

Chair Schadewald: Right, so we are just building a little bit of a cushion, but the good news is the county is picking up their share of it, 88%. And the employees will pick up their share, which is normal in business. So I would encourage us to support this because the numbers show we have to do something. Without a doubt. They did make some changes though and I want Kathryn to talk about in the red that was cut out about those who terminate in the HRA balance. Originally, it was 90 days.

Kathryn Roellich: Well, for employees who terminate. They have 90 days to spend out their HRA. I had added about retirees 90 days because that is kind of a standard for it, but after we got some feedback and things. It is not well received so we'd leave it with the two year run out that was included in the resolution last year. There will be no change.

Chair Schadewald: So there was some give and take with the employees and their concerns, is my understanding, on the issue.

Kathryn Roellich: Right.

Chair Schadewald: Otherwise, anything else that we should note before we proceed on this.

Kathryn Roellich: One of the things that, just real quick, the HRA accounts. It costs us. We pay the administration fees for those employees to have them running in there and we have some accounts that are under 50 dollars and we are paying more for that than what is actually in that account. So to encourage employees to spend it down, we'd set once they hit 100 dollars or less they have 90 days to use it or it's going to revert to the county and that is because it is not cost effective to maintain those accounts anymore.

Chair Schadewald: So that is new.

Kathryn Roellich: That's new. Otherwise, it's an update to the dental premiums. Typical 3-4% and then the retiree cost reflecting actuals for 2018 similar to what was done last year.

Sup. Lund: What are the deductibles at for family and single?

Cindy Van Asten: The single deductible is \$2,000; the family deductible is \$4,000.

Chair Schadewald: Are those the same as last year?

Cindy Van Asten: They are the same as last year.

Kathryn Roellich: Because we are operating at 115%, we had toyed with the Benefits Advisory Committee and also within HR looking at some planned design things, but honestly, it's not advisable at this point. We want to stabilize the plan, which is what we would recommend with the premium and then we have agreed it and discussed with the Benefits Advisory. In January, we will start looking for things that may be for 2019 we can implement to do some plan design changes that might have a different impact. We need to stabilize it first.

Chair Schadewald: Okay, but I am glad to hear that those meetings.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

11. Discussion of possible resolution re: County Board of Supervisor's Salaries.

Chair Schadewald: Every 2 years you have to vote on it. Does this committee want to make any recommendation as to County Board salaries?

Sup. Lund: I would say just keep them the same.

Sup. Becker: That's what we're going to do.

Sup. Lund: Yeah, that's really what we've done over the last few years. I don't think we have a problem getting people to run for the office. If you look at the municipalities, they generally pay less. They probably get more phone calls on things than people that represent the county actually get.

Sup. Becker: No we're keeping them the same.

Motion made by Supervisor Becker, seconded by Supervisor Blom to keep the salaries the same as they are now. Vote taken. MOTION CARRIED UNANIMOUSLY

Sup. Van Dyck: This will be one the first times ever I probably agreed with Supervisor Evans on something. I don't disagree with the action, however, at some point in time this County Board's going to have to step up and do something, or you'd still be getting paid \$3,000 because every County Board since 1960's... we're not going to raise it. So I get it, and I've been there. I've voted as well to hold them the same, but looking forward, some point in time, you've got to make some kind of adjustment in what you think. \$7,000 or whatever is a fair number for the next 20 years, 30 years, [crosstalk] when do you make a change? I'll support it again, but at some point you've got to ask the question of how long do you go.

Sup. Lund: I just think well if you want to do that then you put it in the code that supervisor pay will be raised by the CPI or CIP every few...

Chair Schadewald: I think it might be state law. We have to vote on it.

Sup. Lund: Yeah, but we'd still have to vote on it.

Chair Schadewald: You can have a recommendation.

Sup. Lund: That would be the recommendation, go from there, and study it, what it would amount to. It is a part-time job for us. We volunteer to do it. If the pay isn't enough then don't do the job. Don't run for the election. I've been on this for 16 years, and I think it's not right.

Chair Schadewald: We don't make that much.

Sup. Becker: Here's the thing. My wife is in a caretaker role, and she said if you do it for the money, you're doing it for the wrong thing.

Chair Schadewald: Absolutely. That's the best way. It's fair compensation.

Sup. Hoyer: This particular campaign was the easiest one to keep.

**Motion made by Supervisor Becker, seconded by Supervisor Blom to keep the salaries the same.
Vote taken. MOTION CARRIED UNANIMOUSLY**

Year 2018 Non-Division Budgets Review

12. Capital Projects.

Chad Weininger: If you go to the financial summary, this is the high level. If you go to the 2018 budget column that kind of gives you the high level summary, but I'd like to go into the detail. That's actually on pg. 279. This really outlines all the projects happening in the county. What I want to do though is on pg. 280, the sales tax projects, so when your constituents ask you where the sales tax money is going in 2018, this outlines it. That's the engineering and architect for the ME's office, Supervisor Vander Leest talked about the 911 Centers, UPS replacement, that's in there for \$581,000. The jail pods and engineering is for \$1 million. The STEM Building improvements, that's new facilities, the highway projects, the permanent exhibit for the museum, the parks programs, and then the library branch expansion or relocation which right now is in there for \$1 million. We're not going to be releasing that money until there's an actual formalized plan by the Library Board. Thing is as soon as you give them dollar one, you lose control over it, so I'm assuming the board would like a plan before they actually move the money over to the library.

If you want to go back to pg. 279, if you look at total capital outlay we're talking about \$30 million worth of capital outlay, so that's all the different projects out there. This kind of goes to everything from the Veterans Memorial Complex to the Business Park. Everything behind is really just supportive detail. It goes into the specific highway projects, so if you're more interested in a specific project, you can go back and look at all the different projects. So this is really our capital improvement program for 2018.

Sup. Vander Leest: I was going to ask if the 2018 year then the arena as we see it will just be ... In other words, will that be faded out in 2018?

Chad Weininger: In 2018, what we're doing is minimal maintenance just to keep it alive. The first step is we need to enter an MOU, a memorandum of understanding with Ashwaubenon and the CDA. That MOU will basically talk about what role the county's going to play, what role Ashwaubenon and the CDA's going to play. In there we'll probably suggest we go to RFP for a project manager before we go for an architect, and they'll help us go through that process. Again I think I've asked some folks for some advice and some input, especially in the construction trade -

Sup. Blom: So we're just going to hand that Miron?

Chad Weininger: No. It'd be RFP'd out. And again the whole goal is to keep it on our feet. Keep the whole thing fair. That's what's been talked about, and they'll be some other things in there. For instance, the Parks Committee, they wanted to make sure there was a memorial built within the architectural structure to demonstrate the commitment to the vets. There was another request that there be at least two to three public hearings, so that people can get input on the process. So it's going to scope out some of those. That MOU will come back before the board, but the actual project itself, probably wouldn't be starting until 2019, 2020, as soon as we get some of the architecture issues worked out. Then we also have to make sure the finance is in place. That the room tax revenue's actually coming in as projected, and work on those details.

Chair Schadewald: That answers the question. Okay, good. That's the question I have about the whole capital improvements and the sale tax. Is it this committee or is it the executive committee, who's going to get the reports about collections, expenditures? We thought we need \$1,071,258 for the Sheriff's jail pods, but we actually need more or less than that. Who gets those reports?

Chad Weininger: Those will be going to the oversight committees. For instance, what we'd be doing is looking at a project manager for the jail pods construction, so two pods within one unit. We would hire that person, and that person would go through the normal process. You guys would approve an RFP or that committee would approve an RFP. It'd go to county board. That person would be awarded. They would actually work with that committee on the design, build.

Chair Schadewald: Who's getting a report on sales tax collected, sales tax expenditures as they meet our budgetary goals? Who gets that overall report? Other than, I'll know you'll know as administration.

Chad Weininger: No, I would probably include that in my report because honestly that's pretty....

Chair Schadewald: And you report to both us and Executive, so which report -

Chad Weininger: Home committee I would put it in. I'd also have room tax collections on that too because we need to start monitoring that a little bit closer. We do that already, but now because the \$93 million is very dependent on that, we look at it a little closer.

Chair Schadewald: And then one thing I want to point out to the committee, if you look at pg. 279, I think it's prudent what they did as their budget. You'll see that, if you look about a fourth of the way down, you'll see Proposed B Highway Projects, that \$9.264 of the sales tax, but they didn't spend the \$1.367. That's coming from the levy, and that's for more maintenance bridge work, but that also creates a good kind of ... We're not dependent totally on sales tax for our things because eventually if we don't have a sales tax you have to have some levy dollars to get the -

Chad Weininger: We create a structural deficit.

Chair Schadewald: So that's good, and then the other one that I wanted to point out when I looked at this was where did the \$800,000 from the STEM research ... Did we have a reserve fund? It's on pg. 285. I don't know where that ... Did we vote on that?

Chad Weininger: That was a long time ago. That was actually the sale of ... I believe that was two things that's the bonding...

David Ehlinger: Sales in property several years ago plus the sale of the extension.

Chad Weininger: It was the sale of -

Chair Schadewald: Oh the stature was the 620.

Chad Weininger: Yeah but I thought ... Van Dyck made the motion to pull the bonding so it would be the \$100,000. Yeah okay. I gotta go back.

Chair Schadewald: So we did that to ourselves. I thought the STEM was coming from the sales tax, the whole five million, but we're expanding some levy dollars on the STEM center.

Chad Weininger: No, this isn't. Those aren't-

Chair Schadewald: Well not levy dollars, other...

Chad Weininger: Other revenue.

Chair Schadewald: Other revenue, yeah. Okay, so that takes it out of our general fund. Okay.

Chad Weininger: Well it was set aside in a fund not to be used for the general fund. It was specifically for the development of that land.

Chair Schadewald: Of that land, but it's not our land anymore. I mean it's-

Chad Weininger: Now it's going to be moved over to you, but you're creating the same type of entity, you're creating the capacity, and you're creating the demand in that area, which helps our entire county.

Troy Streckenbach: 70 acres of land for the research park for a 100 year lease. So we're just moving our research part from where we had land to the university. And then it will be in collaboration with the university.

Chair Schadewald: My questions are on tracking the use of sales tax anywhere I see it, because I want to know the answer when people ask me questions.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

13. Debt Service.

Chad Weininger: If you turn to pg. 318, you have to remember this year we're not actually bonding GO debt, so that's a good thing. So when we're paying off the 14 million dollars, if you look at the 2018 budget, you go down to the prop taxes, 14 million. We're actually paying 14 million off and we're not bonding anything so this is the beginning of the major debt reduction plan. If you look a little bit further down where it says outstanding debt limit, we could actually take out roughly 924 million in debt. We have a lot of capacity, so our debt ratio is improving. At the end of six years, we're going to be in a much better financial picture. If you want to turn to pg. 319, it really just kind of outlines where the GO debt is and then the other long term notes are.

So for GO debt, \$112 million for the total indebtedness is \$118 million. And this will be declining over years. We won't be taking on any GO debt over the next six years. For enterprise funds, it's not GO debt, so that wasn't committed. That doesn't affect our levy, but I don't think there's any major plan that I know of, that will be going over the next couple years.

Chair Schadewald: And although the rates are going up, we'll still look for refunding wherever we can find it.

Chad Weininger: The refunding that you guys passed, that we will be voting on at the next County Board should potentially save us at least \$2 million dollars, if everything goes right.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

14. Taxes, Special Revenues, Certain Internal Service & Fiduciary Funds

Chad Weininger: Referring to pg. 325, I'll just kind of highlight a few things. Under fund 100, revenues, general property taxes, that also includes personal property taxes, you know, shared revenue. Sometimes people always ask, "How much do you get in shared revenue? Has it changed?" It's fairly constant, it looks like it took a little increase, but it's been fairly constant. Exempt computer aid, that's another thing that a lot of folks ask about.

The carryover request, I think this is important. In this budget, in the past, we've used general fund dollars to do one time projects. This year, we're not doing any use of unassigned fund balance for one time projects. And the reason why is our general fund, we want to keep that strong because we may have to use that to finance some of our projects, just some gap financing. Because the first year for sales tax collections, we kind of have a rough estimate of what is going to come in, but that second year, there's a heavy demand because we will probably be starting the construction of the two jail pods, and start one in the ME's office. So, we need that to cash flow that, along with a highway, they are going to be using roughly nine million dollars a year, so they're going to need that

in the beginning of the year and sales tax is going to be in about two months behind before we actually get that first projections.

Projections, we're extremely conservative. We're about 24 million. I've looked at different projections and it could go from 24 to 29 million. We really won't know until we get our first check in.

Chair Schadewald: And that's not a steady 12 month kind of thing.

Chad Weininger: My concern is actually going to be managing the cash flow on it and also working with project manager to manage the project. To go to Supervisor Kneiszel's about that, the other issue. There's a lot of stuff happening over the next couple years, we have over \$147,000,000 worth of new projects. We have a \$93,000,000 arena and then you know, we are also faced with the levy limit constraints. There is a lot on our plate right now.

Chair Schadewald: Okay, and our general fund is at what amount right now?

Chad Weininger: It's about \$22 million.

Chair Schadewald: Okay and we still have our credit rating?

Chad Weininger: We actually just had our Moody's call. We will have our Moody's rating on the 12th. It was actually a pretty good call. I did talk about the economy overall. I pulled some of the building permits. We're actually, if you analyze some of the numbers, because I wasn't able to get all of them, we're actually trending a little bit better than we were last year. So net new construction, hopefully, when those numbers come in, we'll at least have a year, so we should have roughly 1, hopefully \$1.3 million, at least to work with next year.

Chad Weininger: And just really quickly, the other thing is the casualty insurance, the Health Department insurance, and then the workers comp insurance. I'm just pointing those out because those are the ones we have to watch and monitor a little bit closer, so I just wanted to make sure you are aware of that. But the details are actually in there.

**Motion made by Supervisor Blom, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

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Please Note: In response to Supervisor Becker's upcoming communication, the County Board office used a transcription service to complete these minutes.

PROCEEDINGS OF THE BROWN COUNTY
ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a budget & regular meeting of the **Brown County Administration Committee** was held on Wednesday, October 4, 2017 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, WI

Present: Chair Schadewald, Supervisor Becker, Supervisor Kneiszel, Supervisor Vander Leest
Supervisor Blom

Also Present: Supervisors Hoyer, Lefebvre, Brusky, Gruszynski, Lund, Sieber; HR Director Kathryn Roellich, Child Support Director Maria Lasecki, Treasurer Paul Zeller, Corporation Counsel Dave Hemery, Director of Administration Chad Weininger, Technology Services Director August Neverman, Executive Streckenbach, Deputy Executive Jeff Flynt, and other interested parties

I. **Call to Order:**
The meeting was called to order by Chair Richard Schadewald at 6:15 pm.

II. **Approve/Modify Agenda.**

Schadewald suggested to move non-budget Item 1 right after Approve/Modify the Minutes; Move budget Item 10 after Comments from the Public on Budget Items; Delete non-budget Item 16; Hold non-budget Item 17; Move non-budget Item 19 under Department of Administration; Move non-budget Item 19 before 24.

Motion made by Supervisor Blom, seconded by Supervisor Becker to approve with modifications. Vote taken. MOTION CARRIED UNANIMOUSLY

III. **Approve/Modify Minutes of September 13, 2017.**

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

****NON-BUDGET ITEMS****

Comments from the Public on Non-Budget Items

Lindsay Dorff- 1321 Emilie St., Green Bay

I have been volunteering since January, as a member of Citizen Action Northeast Wisconsin, on a campaign to raise awareness about the importance of nonpartisan redistricting. Since Wisconsin's maps were redrawn after the 2010 census, the people of Wisconsin have been suffering under a system where representation does not match the voices of the voters, and as a result, there has been a waste of taxpayer money, an increase in extreme partisanship, and a shift in power from constituents to political parties. The negative consequences of these unconstitutional maps have led to a growing movement - with voices from both sides of the aisle - to put a nonpartisan plan in place for the creation of future election maps.

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Rigged maps are wasting millions in taxpayer dollars. The maps that we currently have - due to the cost of hiring private lawyers to create and then litigate them all the way to the U.S. Supreme Court - have cost Wisconsin taxpayers over \$2 million dollars. By contrast, Iowa - where they have had a nonpartisan process in place for 35 years - spent \$180,000 on their most recent maps. Since starting a nonpartisan system, they have not had to litigate their maps once.

Gerrymandered maps are also leading to extreme partisanship. Unfortunately, our current maps - which emphasize job security for incumbents of both parties - lead to "safe seats" that minimize the voices of voters. Out of our 99 Assembly seats, only a small handful are considered competitive. As a result, political parties are given more power than the constituents themselves, which leads to an increase in partisanship. Compromise has stopped being the concept that makes a purple state like Wisconsin function and has instead become a dirty word. The voices of moderate voters have been shut down, and the extreme partisanship has become sadly ubiquitous in our state culture.

Finally, at the county and local levels, the ballots and polls themselves have become more burdensome due to communities being split into more Assembly and State Senate districts. It would behoove counties to have a simple, straightforward nonpartisan system that kept their communities intact.

As I said, the current opposition to the extreme gerrymandering is coming from both Democrats and Republicans. In response to the gerrymandering court case that was just argued before the Supreme Court, John McCain and dozens of other Republican members of congress submitted amicus briefs encouraging the court to set limits on partisan gerrymandering. Our own congressman, Mike Gallagher, co-authored an op-ed in a June issue of *USA Today* encouraging nonpartisan redistricting as a means of improving the political process. And here in Wisconsin, thirty other counties from all across the state - in both red and blue areas - have passed resolutions like the one under discussion here in Brown County, urging a nonpartisan redistricting process for the good of our citizens and our democracy. In addition, at its recent meeting in September, the Wisconsin Counties Association approved a nonpartisan redistricting resolution with support from 57 of Wisconsin's 72 counties.

As a proud resident of Brown County, I would love to see the committee tonight - and the full board later this month - join the fight to make Wisconsin politics more honest, transparent, and democratic.

Sources:

http://www.huffingtonpost.com/entry/mccain-whitehouse-wisconsin-gerrymander_us_59af13c3e4b0354e440d7018

<https://www.usatoday.com/story/opinion/2017/06/01/two-congressmen-offer-bipartisan-plan-drain-swamp/102189506/>

Colleen Gruszynski - 1715 Deckner Avenue

Just in the interest, I used to work for the government accountability board in ethics, so I believe in ethics and full disclosure. But tonight I'm representing, I'm a board member for the League of Women Voters of Greater Green Bay. We've been advocating for redistricting reform in Brown County over the last 30 years, and we support this proposal. Not only just because of everything that's been said, but we believe that actually this resolution, and by taking these actions at the state level, will save local governments significant amounts of money.

In 2012, I worked for the Government Accountability Board; I was part of a redistricting team focusing on helping implement these districts at the local level. And because these districts were not first displayed to the public, where county governments were not able to give input, I watch municipalities across the state waste thousands of dollars on this process. Where the legislature drew districts... and because they drew a senate district right through a ward, the municipalities had to create new wards.

For example, the Town of Wolf River, I had to help them create a new ward for a ditch. Same thing in Mt. Pleasant, same thing in city of Appleton and all over the state, and so, why should you support this resolution when it doesn't appear to directly affect the county, but this really does affect the municipalities, and by having more transparency, you as a local government will be able to come to the state and say "Hey, do you realize you're drawing these districts right through a new ward? Do you realize what that's going to cost?". And so, that's why we think you should support this resolution.

Sup. Gruszynski: I'll keep it pretty short. Most of the folks before me (and that's why I wanted to wait) covered a lot of the points I was going to talk about this evening anyways. But I kind of wanted to sum up a few of the comments that we've heard tonight.

First, fair maps are supported by democrats and republicans and this redistricting process is supported by both sides of the aisle. We're non-partisan legislators; it's something I think we can all get behind.

Secondly, fair maps will save taxpayers money. And that's been shown through different models throughout the country. I like to think we can look to our neighbors in Iowa and these other models and see that there's a better way for us to do this, and to save taxpayers money.

And then finally, this has made it all the way to the Supreme Court. It's a contentious issue, there are several counties that have already passed this, from all across Wisconsin when you look at that map, and I think that it's a no-brainer for us to get behind. Thank you so much for your time!

Communications

1. **Communication from Supervisor Hoyer re: To write a resolution to the Wisconsin State legislature in support of Creating a non-partisan procedure for the preparation of legislative and congressional redistricting plans. *Referred from September County Board.***

Chair Schadewald: First of all, are there any supervisors who wish to speak to this, you'll be able to speak after Supervisor Hoyer and then I'll go to the public. So I just want everyone to know the procedure we're going to do. Supervisors first, then the public and of course supervisors can join any time during that part.

Sup. Hoyer: Thank you very much, this a topic that obviously is in the news quite a bit, the idea that the results of the 2010 census, the resulting assembly seats in districts that were drawn after that have been ruled kind of unconstitutional at the state level. Yesterday, the Supreme Court was receiving that information to kind of make a final ultimate declaration on whether they are unconstitutional.

What they are however if we look at it regardless of that information, regardless of the fact that this past Sunday the Press Gazette indicated that these were unfair boundaries gerrymandered. What I'm asking for us to do as a county is weigh in on this and I did provide a map (in the agenda packet) of Wisconsin featuring all the counties. And you can see all the items that are purple were counties that kind of have passed what we're calling a fair amount resolution. That is to create a process, not to necessarily just identify whether.

So the map itself kind of identifies other counties that have indicated or passed a resolution regarding this idea of fair maps, so we're not judging or weighing in on whether it's constitutional. What we're talking about is asking the state to develop a process that would not

be considered unconstitutional, that would be fair that would be non-partisan. And I think we as a county legislature have some voice and some credence, because we ourselves are a non-partisan legislature. Certainly there's a lot of evidence if we look at the shift of the assembly over the last 15 years we can see that there is evidence that the way these districts were drawn were to eliminate competition for one or the other of the political parties.

Half of the assembly districts in 2016, half the districts had unopposed candidates, there was no one from the other party even trying. So we're talking about an inability for voters to have an option to even have a choice because these districts were drawn in such a way that they're either for this party or for that party. And it clearly doesn't represent who we are as a state, only 10 years ago we actually saw within six years a shift back and forth between the two parties, now we're seeing a situation where one party has dominated, they've dominated the legislature since drawing the districts which they're now used and have kind of shown that shift. I think it's really worth kind of considering.

Not only do we have these counties that have individual resolutions like the one I'm proposing, but the Wisconsin counties association met just a few weeks ago and their annual event draws in supervisors from across the state and one of the things they do is consider statewide initiatives and one of the things that was selected and was passed unanimously by the Wisconsin counties association and all the members in it who voted was to draw fair maps.

What I'm looking for is this resolution, obviously you have the option to kind of modify or change it as you see fit, but this is kind of put together a little bit boilerplate with what some of the different ideas that are being expressed here as well as what it is we're actually looking for from the state.

Sup. Lefebvre: I don't have many more facts or information, Supervisor Hoyer gave a very well presentation. But this is something that had concern for quite a while. This has become very partisan, we had the last time when the democrats had it they had a little bit, but we've gone so far to one side now that there is no fairness to this. And this is what I am about, fairness, and that everybody has a right to vote for whom they feel they want in their legislature. And some of these districts as Hoyer mentioned are so out of whack that if you are a democrat, you might as well move somewhere else because your vote is not going to mean anything and I thought it was really something that one of the, I think it was the lawyers for the republicans, he mentioned something about, oh this is so unfair to the republicans because Madison and Milwaukee are so heavy democratic. I mean is that where all the democrats going to have to move to, to these cities?

I don't know it just doesn't make sense and I think we got to get back to something fair. The State of Iowa has done well for years and that's what we're just asking, that our state legislature get back to allowing it so that everybody's vote counts and that they can vote for who they want and feel comfortable that when they vote.

Sup. Sieber: Thank you Mr. Chairman, committee. Thank you for having the meeting at night when the public can attend, appreciate that. I'm very much in favor of Supervisor Hoyer's resolution. The maps, when they were drawn this last year under one-party rule. The legislature has had to sign a confidentiality agreement to see what should be a public document. A process that should be taking place open in the public view was done behind closed doors in a law firm,

off the capitol. I know all of us supervisors here at the local level are very concerned about open government, very concerned about good government. We follow all the rules, we follow the laws as best we know them, and as best we can. To see the people above us willfully and purposefully skirting the rules, I think it's a slap in the face to all of us, quite honestly.

You see the lawsuits; Milwaukee had to redraw 2 districts already because the maps were drawn unfairly. That's what you get when you don't have public input on these; that's what you get when you do it behind closed doors. You get bad government, you get a bad law. And that's what we have here. This resolution has passed; I'm sure some of the speakers behind me will have the number of counties that this has passed in. It's passed from conservative to liberal counties.

Everybody is behind this; everybody thinks we should have fair maps, good maps. It's good government. And I'm very hopeful that we can pass this. And hopefully this will be the one piece of paper they actually listen to us on, and we'll get some good government, some good maps, and we go back to working together like we do very well here at the county level. And we can stop fighting at the state and federal levels, hopefully. Fingers crossed. Thank you.

Sup. Kneiszel: Hi, I just want to thank Supervisor Hoyer for bringing this forward, I agree with it wholeheartedly. I don't want to belabor it either, but I just ... When you look at it, I can't for the life of me figure out how we ever put this important task in the hands of any political party. Just doesn't make any sense at all. So I'm planning on supporting it at the county board.

Sup. Becker: Yeah if I can. There are some elephants in this room and some donkeys, so when both political parties get together to support something ... You know I look at the makeup of the county board and there are a lot of people that were supported by both political parties, either/or, and I think that if something is supported by both, obviously ... Mike Gallagher supports this and there are people on the other side that do as well. It's just like a couple of the issues that we are going to be dealing with tonight. They shouldn't be a big deal but somehow, sometimes they are, but this one makes a lot of sense. I want to encourage the other supervisors that are here today to also prove this when it gets to the full boards. Thank you.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to approve writing the resolution. Vote taken. MOTION CARRIED UNANIMOUSLY

2. **Communication from Supervisor Schadewald re: My request for these committees to evaluate the need and funding of a Housing Navigator to coordinate county-wide efforts to improve housing opportunities in Brown County. *Held for a month.***

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Resolutions & Ordinances

3. **Resolution to Engage American Fidelity as the Brown County Section 125 (Flex Spending Account) Benefits Administrator).**

Chair Schadewald: This is the one we heard about before and saves us money.

Sup. Becker: Should I abstain since I used to work for them?

Chair Schadewald: Yes, he's going to abstain because he used to work for. He could still vote, but he feels uncomfortable. I like comfort.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to approve. Vote taken. Abstain: Becker MOTION CARRIED

Technology Services

4. Budget Status Financial Report for August 2017.

Motion made by Supervisor Blom, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

5. Technology Services Monthly Report.

Technology Services Director August Neverman: I just wanted to point out that, we did find 500 of the Brown County e-mail addresses in online disclosures. A good deal of them were old, but as a precaution, we had the entire county reset their passwords. So you all received that e-mail. That was what was revolving around a request we made of a couple of the online providers. I got a hold of it of part of it on Friday and the remainder of it on Monday. Talked to administration and we collectively made the decision to reset them all because of the large volume. Related to that, I'm moving up research on two-factor authentication. Basically what that is, is if you go to a bank, you login, it asks you for a pin and you get a text or a call. We are going to be researching that and if I can figure out how to fund it, in '18, I may be requesting a fund change. I just wanted to bring it up because it is a fairly large issue.

Chair Schadewald: It is a large issue.

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Child Support

6. Budget Status Financial Report for August 2017.

Motion made by Supervisor Blom, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Departmental Openings Summary.

Maria Lasecki: We did have an offer that was declined, so position is reposted in both internally and externally for-

Chair Schadewald: Declined, do you know why?

Maria Lasecki: Um I-

Chair Schadewald: Is it money? Don't say if you don't know it. Okay.

Maria Lasecki: I do not.

Motion made by Supervisor Kneiszel, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

8. Director Summary.

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Maria Lasecki: A very detailed report, and I also attached our third quarter grant report.

**Motion made by Supervisor Becker, seconded by Supervisor Blom to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY**

County Clerk

9. Budget Status Financial Report for August 2017.

Sandy Juno: Um, I'm coming in with revenue that exceeds my expenses, so I anticipate to be in the black at the end of the year.

Chair Schadewald: Fantastic, good job.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

10. Resolution Authorizing Memorandum of Understanding regarding WISVOTE Services

Sandy Juno: This is a standard one that we do every two years, but I have to compliment David [Hemery]. Instead of having 13 resolutions, he got it down to one.

Chair Schadewald: Good, good. OK.

**Motion made by Supervisor Blom, seconded by Supervisor Becker to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

Treasurer

11. Budget Performance Report as of August 2017.

Treasurer Paul Zeller: Referring to our revenue Item 4907, pg. 104: Unrealized Gain or Loss, right now we're showing a positive number there, and keep in mind this is as of 08/31, so this is beginning of September. If the Federal Reserve raises interest rates by year end, that will reduce the value of our holdings, of our bond holdings, and I would project that they will. I thought they would've raised twice by this time from July to December, but they've been cautious. That will immediately change that number from a positive number to a negative. Last year in December, it was a double whammy to our budget, to my budget.

So if that occurs in December, I just want to reiterate that will immediately affect our budget year-end, but again, it's not material. We hold our bonds to maturity, so I've think they've done a good job in explaining that in the past too. And -then if that does occur then we should see an improvement in 4905. The number above that one, that's our interest earned. So we're seeing an improvement in yield in what we're buying in CDs, agencies and treasuries. So, I just want to prepare you for that. Then, Item 4960, that's our revenue item for gain on tax details. You see, we are at 210,000, almost 211,000 on gain on sale. That's never been achieved before.

Chair Schadewald: No, you're only budgeted 30,000. It's worked great.

Paul Zeller: Yep, and as far as I could look back, we have 8 properties for sale now in October. So you've been along for the ride on this, we're going to keep going.

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Chair Schadewald: Did we not talk about something when it happened to Morrison? Are we going to do something with that money, or do we just have to give it all back to the county, or ... remember we had that whole thing with the property, and we had to give them.

Paul Zeller: So, we contributed \$25,000 out of the 2016; the motion was made in 2016, but I think we funded it in 2017. I'd have to go back in my notes.

Chair Schadewald: No, my point was, Mr. Treasurer, didn't we talk about at some point when you're doing these good sales, and we're making some money, you should somehow have that when you have the bad years where we might have to foreclose on something ?

Paul Zeller: So, there were two things that we talked about: putting it in to a segregated account and the second thing is we talked about carrying over to a future year. So I'm open to any conversation, but this goes to the general fund, is essentially what happens at year end. I'd love to be able to carry it over to next year because then we could be a little bit ahead of the game in our 2018 budget not knowing what happens in 2018.

Chair Schadewald: Well I'm not saying, we're not... you're not talking about using it for operating things. We're talking about having an account that's segregated for when you hit the bad year.

Paul Zeller: So I thought that, uh, is Supervisor Van Dyck here still?

Chair Schadewald: No.

Paul Zeller: I thought that he had put it in terms of using it for economic development.

Chair Schadewald: Well, there was that too, I was more worried about the bad year.

Paul Zeller: I would say, we just keep the status quo and at the end of the year [crosstalk] No, I think we continue on the path where it simply goes to the general fund.

Chair Schadewald: This year, what I'm saying, noticing your trend of doing such a good job with all these, at some point the county should be, not the county, our committee, with your department, we should be proactive in creating perhaps a segregated fund for either economic development or something because these are extraordinary revenues. You know, the kind of thing, and even if we don't get it through the county board, at least they realize, hey when the bad year comes, we did do this. That's for future.

Paul Zeller: For future, and it's somewhat a function of the properties that we get, either good, bad, or... and the market too.

Chair Schadewald: And the market, right.

Paul Zeller: Now there's demand for marginal properties. So, that's kind of where we're at.

Motion made by Supervisor Vander Leest, seconded by Supervisor Becker to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

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12. Discussion and possible action on the sale of the following tax deed parcel: Parcel WD-207-2-1 at Patriot Way Bdr RR in the City of DePere. Held for one month.

Paul Zeller: So this was brought back from last month when I wasn't in attendance to explain.

Sup. Kneiszel: I wanted to confirm if this was the local person who was interested in it.

Paul Zeller: This was not. We did send out letters to all property owners within 2000 feet of the parcel. And the local adjoining property owner that expressed an interest did not produce a winning bid. And the winning bid was \$325, so it was not something that got out of hand on the bidding. So we did specifically send a letter informing that that gentleman along with all the other adjoining property owners of the sale. So, we went beyond our requirement for public notice.

Sup. Kneiszel: So this really wasn't a worthwhile exercise?

Chair Schadewald: It was worthwhile in the sense that I'm glad you're representing your constituents and you're doing your due diligence. But it didn't turn out any different.

Paul Zeller: The bidder who was informed last month that no decision was made at the meeting still is willing to satisfy his bid. So, I guess I would recommend that in order to still get bids on this auction system and not discourage bidders, I would recommend we approve the sale.

Chair Schadewald: I would too.

Sup. Kneiszel: Was this a person anywhere in the area?

Paul Zeller: It is not it is another out-of-state buyer, and the only thing I can think is that he's buying property that abuts a railroad.

Chair Schadewald: Speculation.

Paul Zeller: A railroad track on speculation. No, we informed the railroad twice. Twice in Canada. We sent special letters.

Chair Schadewald: You've spent more than \$325, yeah right, okay. Motion to approve. Go ahead.

Sup. Kneiszel: There are people out here who do this kind of a thing just to hopefully capitalize on something

Paul Zeller: There are. We've had buyers from Arizona, from California ... It makes no sense, but it's a legitimate bid.

Sup. Kneiszel: I think what I'll do is I'll go the alderman in that district and say, you know you should enforce some kind of weed control on this property. There are weeds, like, ten feet tall covering the whole thing.

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to approve the sale for \$325. Vote taken. MOTION CARRIED UNANIMOUSLY

111

13. **Discussion/Action regarding writing off Outstanding uncashed Checks to the Unclaimed Funds Account. (Done every two years procedurally). *Held for one month.***

Paul Zeller: So this is by statute, we have to write off these outstanding checks and unclaimed funds from the Brown County Department in which they originated to the possession of the Treasurer's office by statute. I'm requesting that we formally take that action.

Chair Schadewald: These are checks that the people did not cash, that you want to get the funds now formally put back into our account.

Paul Zeller: To the Treasurer's office from the other departments; might be Clerk of Courts, Sheriff, from these are all other departments within Brown County that are holding these unclaimed funds. In order for Brown County to take possession of these funds, in ten years, they have to be transferred from the department in which they ...

Chair Schadewald: Okay so it's 10 here.

Paul Zeller: ... originated to the Treasurer's Office.

Chair Schadewald: So if somebody, if we found somebody on here and they wanted to cash it, they still could ...

Paul Zeller: Absolutely. Absolutely.

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Corporation Counsel

14. **Budget Status Financial Report for August 2017.**

Motion made by Supervisor Blom, seconded by Supervisor Kneiszel to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

15. **Corporation Counsel's Report.**

Chair Schadewald: Your report sir. Anything?

David Hemery: Nothing formal. All is well at Corp Counsel and we continue to be busy.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Human Resources

16. **An Ordinance Amending Subsection 4.57(1) of Section 4.57 of Chapter 4 of the Brown County Code of Ordinances Entitled "Overtime and Compensatory Time."**

Item was deleted from the agenda.

17. **Chapter 4 Ordinance Revision regarding: 1) Employment Selection Process; 2) Vacation; and 3) Corrective action, layoffs and termination (proposed ordinance revisions will be handed out at committee meeting).**

111

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to hold for one month.
Vote taken. MOTION CARRIED UNANIMOUSLY

18. Budget Status Financial Report for August 2017.

Chair Schadewald: That's all. Human Resources' budget. Anything you want to tell us?

Human Resource Director Kathryn Roellich: Nope.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

19. An Ordinance to Amend Section 2.06 of Chapter 2 of the Brown County Code of Ordinances Entitled "Administration Committee." *Held for one month.*

Chair Schadewald: Do you mind if we hold that for one month?

Chad Weininger: Actually because we have the contingency fund now, we're going to have to change the ordinance a little bit.

Chair Schadewald: Okay

Motion made by Supervisor Vander Leest, seconded by Supervisor Kneiszel to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Department Vacancies Report.

Chair Schadewald: We move 19 down. 20. Do you have anything under department vacancies, turnovers, or workman's comp. to tell us?

Kathryn Roellich: No.

Motion made by Supervisor Schadewald, seconded by Supervisor Blom to suspend the rules to take Items 20, 21 and 22 together. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Turnover Reports. *See Item #22*

22. Worker's Compensation Reports.

Motion made by Supervisor Kneiszel, seconded by Supervisor Vander Leest to receive and place on file Items 20, 21 & 22. Vote taken. MOTION CARRIED UNANIMOUSLY

23. HR Director's Report.

Chair Schadewald: Anything to add to all those other things you talked about.

Kathryn Roellich: No. Kept it short and sweet.

Chair Schadewald: Good.

Motion made by Supervisor Becker, seconded by Supervisor Vander Leest to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

Department of Administration

24. Budget Status Financial Report for August 2017.

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Motion made by Supervisor Blom, seconded by Supervisor Becker to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

25. 2017 Budget Adjustment Log.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

26. Director's Report.

Motion made by Supervisor Becker, seconded by Supervisor Kneiszel to receive and place on file.
Vote taken. MOTION CARRIED UNANIMOUSLY

Other

27. Audit of bills.

Motion made by Supervisor Schadewald, seconded by Supervisor Becker to acknowledge the receipt of the bills. Vote taken. MOTION CARRIED UNANIMOUSLY

28. Such other matters as authorized by law.

29. Adjourn.

Motion made by Supervisor Vander Leest, seconded by Supervisor Blom to adjourn at 8:56 p.m.
Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Alicia Loehlein
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, October 16, 2017, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

(Note: This is a joint meeting of the Brown County Housing Authority and the Board of Directors of Integrated Community Solutions, Inc.)

MEMBERS: Sup. Andy Nicholson – Chair, Corday Goddard – Vice Chair, Tom Deidrick, Ann Hartman and John Fenner

OTHERS: Robyn Hallet, Cheryl Renier-Wigg, Stephanie Schmutzer, Matt Roberts, Pat Leifker, Kelly Runge, Andy Dilling, Jake Dittmann, Erik Pritzl, Sheri Konitzer, Paul Van Handel, Katie Olbinski and Jonathan Anderson

APPROVAL OF MINUTES:

1. Approval of the minutes from the September 25, 2017, meeting of the Brown County Housing Authority.

A motion was made by C. Goddard and seconded by A. Hartman to approve the minutes from the September 25, 2017, meeting of the Brown County Housing Authority. Motion carried.

A. Nicholson expressed that there was some confusion over the change in meeting dates for the month of September. Because he was unaware of the changes, he was absent from the September meeting.

COMMUNICATIONS:

REPORTS:

2. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
For the Month of September, there were 114 preliminary applications.
 - B. Unit Count
The unit count for August, was 3,078.
 - C. Housing Assistance Payments Expenses
The September HAP expense totaled \$1,384,873.00.
 - D. Housing Quality Standard Inspection Compliance
There were a total of 382 inspections, of which 215 passed the initial inspection, 53 passed the re-inspection, 78 resulted in a fail and 36 were no shows.
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
There were 367 vouchers that ported out with a HAP expense of \$327,544, ICS was underspent by \$14,315.82 and the FSS program was underspent by \$2,386.41
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
There were 86 active FSS clients, with 49 in level one, 16 in level two, 13 in level three and 8 in level four. There were two new contracts signed, zero graduates, 40 active escrow accounts and 51 home owners.

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G. VASH Reports (new VASH and active VASH)

There were zero new VASH clients for a total of 28 active VASH clients.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

There were zero new fraud investigations for the month of September, two old investigations were closed and 11 remain active. The fraud investigations by municipality indicated 11 fraud investigations in Green Bay, one in Pulaski and one in De Pere.

I. Quarterly Langan Denials report

There were no new applications were processed this quarter.

J. Quarterly Active Cases Breakdown

The cases were broken down into four categories: the head of household is either elderly or disabled, which included 53 percent; the head of household is not elderly or disabled, but there is some earned income included 34 percent; the head of household is not elderly or disabled, has no earned income, but has dependents included 10 percent; and the head of household is not elderly or disabled, there are no minors in the household, and there is no income included three percent.

K. Quarterly End of Participation

There were 119 total terminations. The top three reasons for termination were voluntary terminations, family obligation violations and zero assistance.

L. Quarterly Customer Service Satisfaction

P. Leifker reported the results of the Quarterly Customer Service Satisfaction Survey. 87 percent of respondents rated the customer service as "excellent", nine percent indicated "very good", two percent indicated "good", one percent indicated "fair" and one percent indicated "poor".

P. Leifker shared a success story from the FSS program: A single father of three sought out the program and has been involved for only a few months. He has attended every life skills seminars available and has actively pursued other resources as well. He is likely to make great progress in the next few months.

A motion was made by T. Diedrick and seconded by C. Goddard to accept the reports from the month of October 2017. Motion carried.

OLD BUSINESS:

3. Consideration with possible action on a proposal to change the time of the BCHA meeting and approval to change BCHA bylaws accordingly.

A. Nicholson brought up this communication in July. He suggested that the meeting remain scheduled at 3:30 p.m.

R. Hallet stated that if the meeting needed to be changed in an emergency situation, the bylaws would not need to be updated.

A motion was made by C. Goddard and seconded by J. Fenner receive and place on file.

During discussion, T. Deidrick recommended that the bylaws not specify a specific time and date, but rather indicate how often and when in the month the BCHA should meet.

R. Hallet offered to email the bylaws to the commissioners and add this discussion to the next meeting's agenda.

A motion was made by T. Deidrick and seconded by J. Fenner to hold this item until the next meeting. Motion carried.

NEW BUSINESS:

4. Consideration with possible action to approve new Voucher Payment Standard, effective January 1, 2018.

P. Leifker stated that annually, HUD publishes the fair market rents for each jurisdiction and each Public Housing Authority is responsible for adopting their Voucher Payment Standards within 90-110 percent of the fair market rates. A slight increase in VPS was proposed across the board for all bedroom sizes because there was an increase in the fair market rent amounts.

A. Nicholson inquired what the advantages of making this change were.

P. Leifker indicated that since rent has increased across community, an increase in voucher amounts will allow for individuals to continue paying similar amounts to what they were prior to the increase.

R. Hallet also shared that many clients have difficulties finding affordable properties that will accept their vouchers. There is a regulation called the 40 percent rule that prohibits clients from paying more than 40 percent of their monthly income towards rent. Sometimes clients will find a property, but their portion of the rent would cost more than 40 percent of their income, so they are unable to lease that property. Increasing the VPS will allow individuals to have greater access to units in the area.

An ICS Board member pointed out that if the VPSs are not increased, the only units that will be affordable for clients will be in the more impoverished areas. The BCHA is working to disperse clients outside of those impoverished areas so that poverty is not concentrated in the downtown area.

A. Nicholson inquired if the concentration of vouchers downtown has decreased since the last time the VPSs were raised. P. Leifker indicated it's difficult to correlate the reasons, but that the trends indicate a lower concentration of vouchers downtown.

A motion was made by A. Hartman and seconded by J. Fenner to approve the new Voucher Payment Standard effective January 1, 2018. Motion carried.

5. Consideration with possible action to approve Request for Proposals to be published for Project Based Vouchers.

R. Hallet shared that two property owners of scattered sites have expressed interest in working with the Project Based Voucher Program. As required by HUD, the Authority must do a competitive selection process for them to participate. She brought the Request for Proposals (RFP) for the board to review before it is published. If the RFP is approved, these property owners will be able to submit proposals to be approved by the Authority.

T. Deidrick expressed concern about having too many project based vouchers and inquired why owners would want a project based voucher over a regular tenant-based voucher.

P. Leifker shared that a positive aspect of a project based voucher is that the payment is more stable for landlords. The waitlist is also shorter than other housing choice vouchers.

C. Reiner-Wigg suggested that the Authority could prioritize properties that are outside of high poverty areas to further deconcentrate efforts.

R. Hallet also shared that project basing vouchers allows the Authority to have more control of the owners who participate in the HCV program. The proposals will provide information about the quality of the units and the management of the property managers, which allows the Authority to select units which will pass the Housing Quality Standards and ensure there are no other issues with the owners.

Discussion continued with inquiries about the two owners who have expressed interest, their units, and why they would want project based vouchers. Since this agenda item is requesting approval of the RFP, the proposals haven't yet been submitted and therefore the details are not yet known.

A. Nicholson expressed his concern, and that he's trying to downsize the amount of vouchers used in the area he represents, so without more information, he can't support this request.

A motion was made by T. Deidrick and seconded by C. Goddard to approve the Request for Proposals to be published for Project Based Vouchers. Motion carried.

6. Consideration with possible action to apply for additional VASH Vouchers.

R. Hallet reminded the committee that VASH (Veteran Assisted Supportive Housing) Vouchers are for homeless veterans. HUD has invited housing authorities to submit a Registration of Interest if they are interested in requesting more VASH Vouchers. R. Hallet has communicated with the VA to get a letter of support and based on the Point in Time count, there are at least 15 homeless veterans in Brown County who could benefit from the vouchers, so the Authority would like to request 15 more vouchers.

A. Hartman asked how many VASH Vouchers are currently in circulation.

R. Hallet replied that there are 31 VASH Vouchers in Brown County and 28 are currently being used.

C. Goddard asked if the Authority should request more to plan for future needs.

R. Hallet replied that they could request more than 15 units, but since the data shows a need for 15, she was not sure if HUD would approve the additional vouchers.

A motion was made by C. Goddard and seconded by T. Deidrick to apply for additional VASH Vouchers. Motion carried.

A motion was made by T. Deidrick and seconded by J. Fenner to move item number 10 up on the agenda. Motion carried.

10. Report on Brown County's Safe and Stable Housing Study.

R. Hallet presented information about a Safe and Stable Housing Study that Brown County commissioned. The UW - Green Bay's Center for Public Affairs performed a study on certain Brown County consumers in unstable or unsafe housing. The study targeted adults within the

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Brown County Treatment Courts system for mental health and substance abuse issues, adults receiving outpatient care from the Community Treatment Center, adults on probation or parole with mental health or substance abuse issues and adults exiting the Brown County Jail with mental health issues.

Erik Pritzl, Director of Health and Human Services, elaborated that this study did not cover all individuals leaving the prison or jail, but individuals who have been referred to have additional relationships with Health and Human Services in their transition into everyday life.

R. Hallet continued stating that two professors and one graduate student at UW – Green Bay conducted this research. To gather their data, the center conducted interviews of service providers, used survey data and looked at secondary data. The study found common themes about the needs of the consumers studied. They further broke those needs down by needs for consumers with mental illness, substance abuse and consumers exiting jail. The common themes include a general lack of affordable housing in Brown County, personal barriers, such as health issues or additions, a lack of availability of landlords willing to rent to high barrier consumers and insufficient access to supportive services.

The study provided potential policy alternatives, which were divided into three categories: additional housing units; public and private funding strategies; and supplemental alternatives. Examples from other communities were cited for each. Furthermore, the study indicated that Brown County has the potential to act as a catalyst to expand affordable housing options to benefit all residents.

Commissioners and staff engaged in discussion regarding consumers in these situations, different methods of housing them and how the BCHA could play a role in alleviating this community problem. E. Pritzl stressed the County will take the process of determining the best method very slowly, examining all options from every angle.

A motion was made by J. Fenner and seconded by T. Deidrick to receive and place on file the Report on Brown County's Safe and Stable Housing Study. Motion carried.

A motion was made by J. Fenner and seconded by T. Deidrick to place numbers eight and nine before seven on the agenda. Motion carried.

BILLS AND FINANCIAL REPORT:

8. Consideration with possible action on acceptance of BCHA bills.

S. Schmutzer shared that the included bill was the final bill for the audit assessment.

A motion was made by T. Deidrick and seconded by J. Fenner to accept and place on file the BCHA bills. Motion carried.

9. Consideration with possible action on acceptance of BCHA financial report.

S. Schmutzer said that we are about a quarter of the way through the year and that we are right on track with the budget.

A motion was made by T. Deidrick and seconded by C. Goddard to accept the BCHA financial report. Motion carried.

7. Consideration with possible action on goal setting and input on BCHA's 2018 budget.

R. Hallet shared that this item was requested at a previous joint meeting. Staff would like to use this discussion to determine how to best use the BCHA's unrestricted funds (\$1.8 million) to benefit the community.

C. Reiner-Wigg stated that previously this money has been donated to Habitat for Humanity to build properties for those in need. The Authority could also open up a pool of money for organizations to apply for. She also stated that this money is from repayments from old loan programs. It has been sitting idle for many years.

R. Hallet shared some suggestions from a survey she administered. The top six suggestions were: Emergency shelters and transitional housing supportive services; a Housing Navigator or Landlord Liaison type position to connect those in need of housing with potential landlords; homeless prevention programs; permanent supportive housing projects; supportive services for those with mental health or other special needs; and programs for homeless youth or youth aging out of foster care.

The staff continued to analyze the comments from the survey, and created a proposal to budget \$150,000 to be dedicated to one or more of the top six responses. She suggested that the Authority reach out to existing programs that benefit these areas who could submit proposals to request some of the money.

R. Hallet shared that she went to a recent presentation where she discovered that Brown County does a good job of keeping the homeless comfortable temporarily; however, more permanent options are needed in Brown County for homelessness to be alleviated.

A motion was made by T. Deidrick and seconded by J. Fenner to hold this item until the board has access to more information about where this money originated from, and different options for its use. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL:

11. Date of next meeting: November 20, 2017.

A motion was made by C. Goddard and seconded by J. Fenner to adjourn at 5:04 p.m. Motion carried.



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**BROWN COUNTY
BOARD OF SUPERVISORS
COURT HOUSE
GREEN BAY, WISCONSIN**

BROWN COUNTY BOARD OF SUPERVISORS

Meeting Date: 8-16-17
~~Agenda No.~~ : Administration Cmte + Human Services Cmte
Committee:

Motion from the Floor

I make the following ~~motion~~ late communication: My request for
these committees to evaluate the need and funding
of a Housing Navigator to coordinate county-wide
efforts to improve housing opportunities in Brown County

Signed: Richard Schaefer
District No.: 24

(Please deliver to the County Clerk after the motion is made for recording into the minutes.)

BOARD OF SUPERVISORS

Brown County



BROWN COUNTY
BOARD OF SUPERVISORS
GREEN BAY, WISCONSIN

Meeting Date: 10-18-17

Committee: Administration

Motion from the Floor/Late Communication

I make the following motion/late communication:

In speaking with both parties involved, for Brown County to continue working with the City of
Green Bay for the recording of Board meetings. County staff will then send video of our meeting
to a transcription service of our choice to add ADA compliant closed captioning. County will then
upload video for public use in a timely manner.

In addition, for Administration committee to research recording and ADA compliant closed
Captioning of all Committee meetings. This would require all committees to meet in Brown County
Committee meeting room.

Signed: _____

District No. 26

(Please deliver to County Clerk after motion is made for recording into minutes.)



Turning
Brown
Green

17-68

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:
 • Reallocation to another account strictly for tracking or accounting purposes
 • Allocation of budgeted prior year grant not completed in the prior year Director of Admin
- ☐ 3 Any change in any item within the Oulay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) County Exec
- ☒ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- ☐ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
2/3 County Board
- ☐ 9 Any allocation from the County's General Fund Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

Due to the IRS audit we requested our contract attorney be added to our Table of Organization as a Special Prosecutor. The County Board approved the request on June 21st, 2017. We indicated to the County Board that we would use funds currently in our budget to make this position whole. We would like to take \$7567.00 from our Office Supplies to cover the difference from what the County currently provided for the Contract Attorney and what the cost is for the Special Prosecutor that is now in on our Table of Organization as of July 2nd 2017.

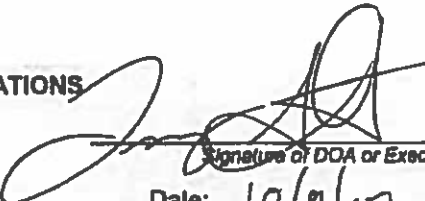
Amount: \$7,567

Increase	Decrease	Account #	Account Title	Amount
<input type="checkbox"/>	X	100.024.001.5300.001	Office Supplies	\$7567.00
X	<input type="checkbox"/>	100.024.001.5110	Fringe Benefits	\$7567.00
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS


 Signature of Department Head

Department: District Attorney
 Date: 10/4/17


 Signature of DOA or Executive
 Date: 10/9/17

18-01

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:
 • Reallocation to another account strictly for tracking or accounting purposes
 • Allocation of budgeted prior year grant not completed in the prior year Director of Admin
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm ^{ww}
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
2/3 County Board
- ☐ 9 Any allocation from the County's General Fund Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

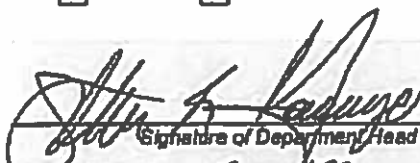
This 2018 budget request is to increase federal grant revenue and related grant outlay expenses to participate in a Homeland Security WEM/Smart Ray Portable X-Ray System grant (2017-HSW-02A-10934) that provides funding for Brown County to purchase a portable bomb X-ray machine. This device will allow the team to rapidly deploy where imminent need is a must and the team can review suspected threat devices expediently.

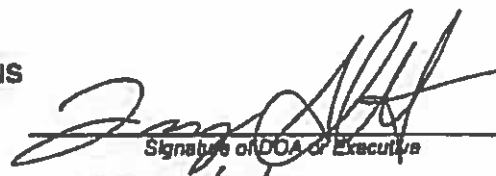
Fiscal Impact: \$80,000 – Increase revenue and offsetting increase expense

Amount \$ 80,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.074.4301	Federal grant revenue	80,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6100.020	Outlay	80,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS


 Signature of Department Head
 Department: Sheriff
 Date: 10/31/17


 Signature of BOA or Executive
 Date: 11/7/17

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18-03

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

This 2018 budget request is to increase federal grant revenue and related outlay expenses to participate in a Homeland Security ALERT Ballistic Shields grant (2017-HSW-02A-10960) that provides funding for Brown County to purchase ballistic shields for the SWAT team. This grant runs Nov. 1, 2017- Jan. 31, 2018.

Budget Impact: \$4,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	4,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5395	Equipment non-outlay	4,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

Department: SheriffDate: 11/08/17Date: 11/14/17

18-04

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm ✓
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

This 2018 budget request is to increase federal grant revenue and related outlay expenses to participate in a Homeland Security ALERT Tactical Audio Kit grant (2015-HSW-02A-10961) that provides funding for Brown County to purchase an audio system for the SWAT team. This grant runs Dec. 1, 2017- Jan. 31, 2018.

Budget Impact: \$3,344

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	3,344
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5395	Equipment non-outlay	3,344
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

Signature of Department Head

Department: SWATDate: 11/16/17

Signature of DOA or Executive

Date: 11/14/17

18-05

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | |
|--|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: | Director of Admin |
| • Reallocation to another account strictly for tracking or accounting purposes | |
| • Allocation of budgeted prior year grant not completed in the prior year | |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

This 2018 budget request is to increase federal grant revenue and related outlay expenses to participate in a Homeland Security ALERT Tactical Pole Camera grant (2017-HSW-02A-10962) that provides funding for Brown County to purchase a camera system for the SWAT team. This grant runs Nov. 2, 2017- Dec. 31, 2018.

Budget Impact: \$15,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grant revenue	15,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.020	Outlay Equipment	15,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

Signature of Department Head

Department: _____

Date: _____

Signature of DOA or Executive

Date: _____

December 13, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION AUTHORIZING AND DIRECTING APPLICATION FOR
THE COMMUNITY DEVELOPMENT BLOCK GRANT -
HOUSING PROGRAM FOR SMALL CITIES**

WHEREAS, Federal grant monies are available under the Wisconsin Community Development Block Grant housing program, administered by the State of Wisconsin, Department of Administration, Division of Housing, for the purpose of housing activities; and

WHEREAS, after public meeting and due consideration, the Brown County Planning, Development and Transportation Committee has recommended that an application be submitted to the State of Wisconsin for grant funding for projects benefitting low to moderate income persons within the 10-County Northeastern Wisconsin Region, including owner-occupied housing unit rehabilitation, rental housing unit rehabilitation and owner-occupied housing unit purchase down payment assistance; and

WHEREAS, it is desired that the Brown County Board of Supervisors approve of, authorize and direct the preparation and filing of an application for Brown County to receive said grant funds.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby approves of, authorizes and directs the preparation and filing of an application for grant funding for the above-named projects; and

BE IT FURTHER RESOLVED, that the Brown County Executive is hereby authorized and directed to sign any and all necessary documents on behalf of Brown County in regard to applying for said grant funding; and

BE IT FURTHER RESOLVED, that Brown County Planning and Land Services Department staff is hereby authorized and directed to take any and all steps necessary to prepare and submit the application for grant funding re this program and in accordance with this resolution.

Respectfully submitted,

ADMINISTRATION COMMITTEE

PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE

Approved By:

Troy Streckenbach,
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Brown County Planning Commission

Approved by: Corporation Counsel

Fiscal Note: This resolution does not require an appropriation from the General Fund. This resolution seeks additional community Development Block Grant dollars for the County.

PLANNING COMMISSION

Brown County



305 E. WALNUT STREET, ROOM 320
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

CHUCK LAMINE, AICP

PHONE (920) 448-6480 FAX (920) 448-4487
WEB SITE www.co.brown.wi.us/planning

PLANNING DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: November 20, 2017
REQUEST TO: Planning, Development, and Transportation Committee; Administration Committee; County Board
MEETING DATE: 11-27-2017; 11-29-2017; and 12-13-2017
REQUEST FROM: Chuck Lamine
Planning and Land Services Department
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Authorizing Submittal of Northeastern Region CDBG-Housing Small Cities Grant Application

ISSUE/BACKGROUND INFORMATION:

Since 2014, Brown County has administered a housing rehabilitation loan program for a 10-county region of Northeastern Wisconsin, funded by the State of Wisconsin's Community Development Block Grant (CDBG) Small Cities Housing Program. The program provides 0% interest, deferred payment loans to low-moderate income homeowners to fund repairs to their homes. Typical repairs include roofs, siding, windows, septic systems, wells, electrical, plumbing, and structural/foundation work. The loan is recorded as a mortgage on the home and is payable in full at such time as the home is no longer the principal place of residence of the applicant; typically when the home is sold. Repaid loans will be used to create a revolving loan fund. To date, the program has obligated funds for a total of 177 projects totaling \$3.1 million in projects. The program pays for all administration and project costs, including a pro-rated portion of internal Brown County administrative chargebacks, and all or portions of salary/fringe for five PALS staff for their time spent on the program. The subject resolution authorizes submittal of a grant application to the Wisconsin Department of Administration to recapitalize the project fund for future years.

ACTION REQUESTED:

Approval of the subject resolution authorizing the submittal of a CDBG-Housing Small Cities Grant Application by Brown County Planning Commission staff.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project?
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account? If awarded, will be identified in 2018 and future budgets
 2. If no, how will the impact be funded? If awarded, grant covers all project and administrative expenses.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

10

December 13, 2017

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentleman:

OPIOID LITIGATION RESOLUTION

WHEREAS, Brown County ("County") is concerned with the recent rapid rise in troubles among County citizens, residents, and visitors in relation to problems arising out of the use, abuse and overuse of opioid medications, which according to certain studies, impacts millions of people across the country; and

WHEREAS, issues and concerns surrounding opioid use, abuse and overuse by citizens, residents and visitors are not unique to County and are, in fact, issues and concerns shared by all other counties in Wisconsin and, for that matter, states and counties across the country, as has been well documented through various reports and publications, and is commonly referred to as the Opioid Epidemic ("Opioid Epidemic"); and

WHEREAS, the societal costs associated with the Opioid Epidemic are staggering and, according to the Centers for Disease Control and Prevention, amount to over \$75 billion annually; and

WHEREAS, the National Institute for Health has identified the manufacturers of certain of the opioid medications as being directly responsible for the rapid rise of the Opioid Epidemic by virtue of their aggressive and, according to some, unlawful and

unethical marketing practices; and

WHEREAS, certain of the opioid manufacturers have faced civil and criminal liability for their actions that relate directly to the rise of the Opioid Epidemic; and

WHEREAS, County has spent what may amount to millions in unexpected and unbudgeted time and resources in its programs and services related to the Opioid Epidemic; and

WHEREAS, County is responsible for a multitude of programs and services, all of which require County to expend resources generated through state and federal aid, property tax levy, fees and other permissible revenue sources; and

WHEREAS, County's provision of programs and services becomes more and more difficult every year because the costs associated with providing the Opioid Epidemic programs and services continue to rise, yet County's ability to generate revenue is limited by strict levy limit caps and stagnant or declining state and federal aid to County; and

WHEREAS, all sums that County expends in addressing, combatting and otherwise dealing with the Opioid Epidemic are sums that cannot be used for other critical programs and services that County provides to County citizens, residents and visitors; and

WHEREAS, County has been informed that numerous counties and states across the country have filed or intend to file lawsuits against certain of the opioid manufacturers in an effort to force the persons and entities responsible for the Opioid Epidemic to assume financial responsibility for the costs associated with addressing,

combatting and otherwise dealing with the Opioid Epidemic; and

WHEREAS, County has engaged in discussions with representatives of the law firms of von Briesen & Roper, s.c., Crueger Dickinson LLC and Simmons Hanly Conroy LLC (the “Law Firms”) related to the potential for County to pursue certain legal claims against certain opioid manufacturers; and

WHEREAS, County has been informed that the Law Firms have the requisite skill, experience and wherewithal to prosecute legal claims against certain of the opioid manufacturers on behalf of public entities seeking to hold them responsible for the Opioid Epidemic; and

WHEREAS, the Law Firms have proposed that County engage the Law Firms to prosecute the aforementioned claims on a contingent fee basis whereby the Law Firms would not be compensated unless County receives a financial benefit as a result of the proposed claims and the Law Firms would advance all claim-related costs and expenses associated with the claims; and

WHEREAS, all of the costs and expenses associated with the claims against certain of the opioid manufacturers would be borne by the Law Firms; and

WHEREAS, the Law Firms have prepared an engagement letter, which is submitted as part of this Resolution (“Engagement Letter”) specifying the terms and conditions under which the Law Firms would provide legal services to County and otherwise consistent with the terms of this Resolution; and

WHEREAS, County is informed that the Wisconsin Counties Association has engaged in extensive discussions with the Law Firms and has expressed a desire to assist

the Law Firms, County and other counties in the prosecution of claims against certain of the opioid manufacturers; and

WHEREAS, County would participate in the prosecution of the claim(s) contemplated in this Resolution and the Engagement Letter by providing information and materials to the Law Firms and, as appropriate, the Wisconsin Counties Association as needed; and

WHEREAS, County believes it to be in the best interest of County, its citizens, residents, visitors and taxpayers to join with other counties in and outside Wisconsin in pursuit of claims against certain of the opioid manufacturers, all upon the terms and conditions set forth in the Engagement Letter; and

WHEREAS, by pursuing the claims against certain of the opioid manufacturers, County is attempting to hold those persons and entities that had a significant role in the creation of the Opioid Epidemic responsible for the financial costs assumed by County and other public agencies across the country in dealing with the Opioid Epidemic.

NOW, THEREFORE, BE IT RESOLVED that the Brown County Board of Supervisors hereby authorizes and agrees to have the County execute and be bound by the Engagement Letter, hereby authorizes and directs that the appropriate officer of the County execute the Engagement Letter on behalf of the County, hereby directs that County shall endeavor to faithfully perform all actions required of County in relation to the claims contemplated herein and in the Engagement Letter and hereby authorizes and directs all County personnel to cooperate with and assist the Law Firms in relation thereto; and

BE IT FURTHER RESOLVED that the County Clerk shall forward a copy of this Resolution, together with the signed Engagement Letter, to the Wisconsin Counties Association, 22 E. Mifflin Street, Suite 900, Madison, Wisconsin, 53703.

Fiscal Note: The resolution does not require an appropriation from the General Fund. County is insured for counter lawsuits over \$250,000.00.

Respectfully submitted,

PUBLIC SAFETY COMMITTEE

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

TROY STRECKENBACH
COUNTY EXECUTIVE

Date Signed: _____

Authored by: Corporation Counsel

Approved by: Corporation Counsel

CORPORATION COUNSEL

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery

Corporation Counsel

PHONE (920) 448-4006
FAX (920) 448-4003
David.Hemery@co.brown.wi.us

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 11-21-2017
REQUEST TO: Public Safety Committee; Administration Committee; Executive Committee; and County Board
MEETING DATE: 11-29-2017; 11-29-2017; 12-04-2017; and 12-13-2017
REQUEST FROM: David P. Hemery
Corporation Counsel

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: OPIOID LITIGATION RESOLUTION

ISSUE/BACKGROUND INFORMATION:

Resolution to authorize bringing lawsuit with other counties in the State of WI and the Nation against opioid manufacturers, as provided in Resolution and associated documents.

ACTION REQUESTED:

Passage of Resolution.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? \$Nominal mailing cost, and hard to estimate cost of employee time regarding providing information to attorneys
 - b. If part of a bigger project, what is the total amount of the project?
\$ _____
 - c. Is it currently budgeted? ☐ Yes ☒ No
 1. If yes, in which account?
 2. If no, how will the impact be funded? Employee time already budgeted, and mailing cost is nominal

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED



Crueger
Dickinson

von Briesen

von Briesen & Roper, s.c. | Attorneys at Law

September 25, 2017

VIA EMAIL

Brown County
c/o Patrick Moynihan, Jr., Board Chair
Troy Streckenbach, County Executive

RE: *Engagement of von Briesen & Roper, s.c., and Crueger Dickinson LLC, Together with Simmons Hanly Conroy LLC, as Counsel in Relation to Claims Against Opioid Manufacturers*

Dear Brown County Officials:

The purpose of this letter ("Engagement Letter") is to set out in writing the terms and conditions upon which the law firms of von Briesen & Roper, s.c., and Crueger Dickinson LLC (collectively "Counsel") will provide legal services to Brown County ("County") in relation to the investigation and prosecution of certain claims against the following manufacturers and other parties involved with the manufacture of opioid medications: Purdue Pharma L.P., Purdue Pharma Inc., The Purdue Frederick Company, Inc., Teva Pharmaceuticals USA, Inc., Cephalon, Inc., Johnson & Johnson, Janssen Pharmaceuticals, Inc., OrthoMcNeil-Janssen Pharmaceuticals, Inc. n/k/a Janssen Pharmaceuticals, Inc., Janssen Pharmaceutica, Inc. n/k/a Janssen Pharmaceuticals, Inc.; Endo Health Solutions Inc., Endo Pharmaceuticals, Inc., Russell Portenoy, Perry Fine, Scott Fishman and Lynn Webster (collectively "Opioid Manufacturers"). Depending upon the results of initial investigations of the facts and circumstances surrounding the potential claim(s), there may be additional parties sought to be made responsible and/or certain of the aforementioned parties may be removed from the potential claim.

This Engagement Letter shall apply solely and exclusively to the services set forth herein in relation to the investigation and Lawsuit, as defined below. This Engagement Letter does not govern, nor does it apply to, any services of either Counsel unrelated thereto.

SCOPE OF SERVICES

Counsel will work with County in the collection of information necessary to form a good faith basis for filing a claim against the Opioid Manufacturers. County hereby authorizes Counsel to file a lawsuit against one or all of the Opioid Manufacturers ("Lawsuit") upon the terms and conditions set forth herein.

RESPONSIBILITIES

Counsel will prosecute the Lawsuit with diligence and keep County reasonably informed of progress and developments, and respond to County's inquiries. County understands and agrees that Counsel, on behalf of County, will engage the services of the nationally-recognized law firm Simmons Hanly Conroy LLC, which has demonstrated experience prosecuting claims against Opioid Manufacturers ("National Law Firm") and which, in addition to Crueger Dickinson LLC, will serve as counsel of record for County in relation to the Lawsuit. County understands and agrees that all fees paid to Counsel and National Law Firm shall be as set forth in this Engagement Letter. County shall not be responsible for any fees and expenses of National Law Firm beyond the fees and expenses for which County has agreed to be responsible as set forth herein. County agrees to cooperate with Counsel

and National Law Firm in the gathering of information necessary to investigate and prosecute the Lawsuit. County further understands and agrees that the law firm of von Briesen & Roper, s.c., shall not be identified on any pleading as counsel of record for County in relation to the Lawsuit, but shall be available to assist County and Counsel and National Law Firm in relation to the Lawsuit.

The following additional terms apply to the relationship between County, Counsel and National Law Firm:

- A. von Briesen & Roper, s.c., and Crueger Dickinson LLC shall remain sufficiently aware of the performance of one another and the performance of National Law Firm to ascertain if each firm's handling of the Lawsuit conforms to the Rules of Professional Conduct. Both von Briesen & Roper, s.c., and Crueger Dickinson LLC shall be available to County regarding any concerns on the part of County relating to the performance of Counsel and/or National Law Firm. Counsel shall at all times remain ethically and financially responsible to the County for the services of Counsel and National Law Firm set forth herein.
- B. As set forth below, County's responsibility for attorney fees and expenses is contingent upon the successful outcome of the Lawsuit, as further defined below. Counsel and National Law Firm have agreed in writing as to the appropriate split of attorney fees and expenses upon the engagement of National Law Firm. Specifically, in the event of a Recovery (as defined below), the attorney fees will be split between the law firms as follows:

<u>Firm Name</u>	<u>Percentage of Fees if Successful</u>
von Briesen & Roper, s.c.	10%
Crueger Dickinson LLC	45%
Simmons Hanly Conroy LLC	45%

The split of attorneys' fees between Counsel and National Law Firm may be subject to change. In the event of such an amendment, the County will be notified in writing of that amendment.

- C. Counsel and County understand and agree that Counsel and National Law Firm will all be considered attorneys for County. As such, each and all of Counsel and National Law Firm will adhere to the Rules of Professional Responsibility governing the relationship between attorney and client.

ACTUAL AND POTENTIAL CONFLICTS OF INTEREST AND WAIVER OF CONFLICT

As County is aware, Counsel and National Law Firm contemplate entering into the same arrangement as that set forth in this Engagement Letter with other counties and municipalities in Wisconsin and elsewhere. Counsel and National Law Firm believe that the goals and objectives of County are aligned with the goals and objectives of all other counties and municipalities with respect to the Lawsuit. Counsel and National Law Firm do not believe that to achieve the goals of the Lawsuit, either County or another county or municipality must take a position that is adverse to the interests of the other. However, to the extent any issue may arise in this matter about which County

disagrees with another county or municipality, and one of you may wish to pursue a course that benefits one but is detrimental to the interest of the other, we cannot advise County or assist County or any other county or municipality in pursuing such a course. That is to say, Counsel and National Law Firm cannot advocate for County's individual interests at the expense of the other counties or municipalities that Counsel and National Law Firm represent in a Lawsuit. Counsel and National Law Firm do not believe that this poses a problem because County's interests are currently aligned with the other counties and municipalities that are or may be in the Lawsuit. Counsel and National Law Firm are confident that their representation of County will not be limited in this matter by representation of any other county or municipality, but County should consider these consequences of joint representation in deciding whether to waive this conflict.

In addition to the material limitation discussed above, there are other consequences for County in agreeing to joint representation. Because each county or municipality would be a client of Counsel and National Law Firm, Counsel and National Law Firm owe equal duties of loyalty and communication to each client. As such, Counsel and National Law Firm must share all relevant information with all counties and municipalities who are clients in relation to the Lawsuit and Counsel and National Law Firm cannot, at the request of one county or municipality, withhold relevant information from the other client. That is to say, Counsel and National Law Firm cannot keep secrets about this matter among the counties and municipalities who are clients of Counsel and National Law Firm with respect to the Lawsuit. Also, lawyers normally cannot be forced to divulge information about communications with their clients because it is protected by the attorney-client privilege. However, because County would be a joint client in the same matter with other counties and municipalities, it is likely that were there to be a future legal dispute between County and other counties or municipalities that engage Counsel and National Law Firm about this matter, the attorney-client privilege would not apply, and each would not be able to invoke the privilege against the claims of the other.

Further, while County's position is in harmony with other counties and municipalities presently, and the conflict discussed above is waivable, facts and circumstances may change. For example, County may change its mind and wish to pursue a course that is adverse to the interests of another county or municipality and the conflict may become unwaivable. In that case, depending upon the circumstances, Counsel and National Law Firm may have to withdraw from representing either County or another county or municipality and County would have to bear the expense, if County chooses, of hiring new lawyers who would have to get up to speed on the matter.

County is not required to agree to waive this conflict, and County may, after considering the risks involved in joint representation, decline to sign this Engagement Letter. By signing this Engagement Letter, County is signifying its consent to waiving the conflict of interest discussed herein.

Other than the facts and circumstances related to the joint representation of numerous counties and municipalities, Counsel and National Law Firm are unaware of any facts or circumstances that would prohibit Counsel and/or National Law Firm from providing the services set forth in this Engagement Letter. However, it is important to note that the law firm of von Briesen & Roper, s.c., is a relatively large law firm based in Wisconsin and represents many companies and individuals. It is possible that some present and future clients of von Briesen & Roper, s.c., will have business relationships and potential or actual disputes with County. von Briesen & Roper, s.c., will not knowingly represent clients in matters that are actually adverse to the interests of County without County's permission and informed consent. von Briesen & Roper, s.c., respectfully requests that County consent, on a case by case basis, to von Briesen & Roper, s.c.'s representation of other clients whose interests are, or maybe adverse to, the interests of County in circumstances where County has selected other counsel and where von Briesen & Roper, s.c., has requested a written conflict waiver from County after being

advised of the circumstances of the potential or actual conflict and County has provided informed consent.

FEES FOR LEGAL SERVICES AND RESPONSIBILITY FOR EXPENSES

A. Calculation of Contingent Fee

There is no fee for the services provided herein unless a monetary recovery acceptable to County is obtained by Counsel and National Law Firm in favor of County, whether by suit, settlement, or otherwise ("Recovery"). County understands and agrees that a Recovery may occur in any number of different fashions such as final judgment in the Lawsuit, settlement of the Lawsuit, or appropriation to County following a nationwide settlement or extinguishing of claims in lawsuits and matters similar to the Lawsuit. Counsel and National Law Firm agree to advance all costs and expenses of Counsel, National Law Firm and the Lawsuit associated with investigating and prosecuting the Lawsuit provided, however, that the costs and expenses associated with County cooperating with Counsel and National Law Firm in conjunction with the Lawsuit and otherwise performing its responsibilities under this Engagement Letter are the responsibility of County. In consideration of the legal services to be rendered by Counsel and National Law Firm, the contingent attorneys' fees for the services set forth in this Engagement Letter shall be a gross fee of 25% of the Recovery, which sum shall be divided among Counsel and National Law Firm as set forth in the above chart.

Upon the application of the applicable fee percentage to the gross Recovery, and that dollar amount set aside as attorneys' fees to Counsel and National Law Firm, the amount remaining shall first be reduced by the costs and disbursements that have been advanced by Counsel and National Law Firm, and that amount shall be remitted to Counsel and National Law Firm. By way of example only, if the gross amount of the Recovery is \$1,000,000.00, and costs and disbursements are \$100,000.00, then the fee to Counsel and National Law Firm shall be \$250,000, the costs amount of \$100,000 shall be deducted from the balance of \$750,000.00, and the net balance owed to County shall be \$650,000. The costs and disbursements which may be deducted from a Recovery include, but are not limited to, the following, without limitation: court fees, process server fees, transcript fees, expert witness fees and expenses, courier service fees, appellate printing fees, necessary travel expenses of attorneys to attend depositions, interview witnesses, attend meetings related to the scope of this Engagement Letter and the like, and other appropriate matter related out-of-pocket expenses. In the event that any Recovery results in a monetary payment to County that is less than the amount of the costs incurred and/or disbursements made by Counsel and National Law Firm, County shall not be required to pay Counsel and National Law Firm any more than the sum of the full Recovery.

B. Nature of Contingent Fee

No monies shall be paid to Counsel or National Law Firm for any work performed, costs incurred or disbursements made by Counsel or National Law Firm in the event no Recovery to County has been obtained. In the event of a loss at trial due to an adverse jury verdict or a dismissal of the Lawsuit by the court, no monies shall be paid to Counsel or National Law Firm for any work performed, costs incurred or disbursements made by Counsel or National Law Firm. In such an event, neither party shall have any further rights against the other.

C. Disbursement of Recovery Proceeds to County

The proceeds of any Recovery on County's behalf under the terms of this Engagement Letter shall be disbursed to County as soon as reasonably practicable after receipt by Counsel and National Law

Firm. At the time of disbursement of any proceeds from a Recovery, County will be provided with a detailed disbursement sheet reflecting the method by which attorney's fees have been calculated and the expenses of litigation that are due to Counsel and National Law Firm from such proceeds. Counsel and National Law Firm are authorized to retain out of any moneys that may come into their hands by reason of their representation of County the fees, costs, expenses and disbursements to which they are entitled as determined in this Engagement Letter.

TERMINATION OF REPRESENTATION

This Engagement Letter shall cover the period from the date first indicated below until the termination of the legal services rendered hereunder, unless earlier terminated as provided herein. This Engagement Letter may be terminated by County at any time, and in the event of such termination, neither party shall have any further rights against the other, except that in the event of a Recovery by County against the Opioid Manufacturers subsequent to termination, Counsel and National Law Firm shall have a statutory lien on any such recovery as provided by applicable law and further maintain rights in the nature of *quantum meruit* to recover fees, costs and expenses reasonably allocable to their work prior to termination. Counsel and National Law Firm may withdraw as County's attorneys at any time for the following reasons:

- A. If Counsel and National Law Firm determine, in their sole discretion, that County's claim lacks merit or that it is not worthwhile to pursue the Lawsuit further; or
- B. For Good Cause. For purposes of this Paragraph, Good Cause may include County's failure to honor the terms of the Engagement Letter, County's failure to follow Counsel or National Law Firm's advice on a material matter, or any fact or circumstance that would, in the view of Counsel or National Law Firm, impair an effective attorney-client relationship or would render continuing representation unlawful or unethical. If terminated for Good Cause, County will take all steps necessary to free Counsel and National Law Firm of any obligation to perform further, including the execution of any documents (including forms for substitution of counsel) necessary to complete withdrawal provided, however, that Counsel and National Law Firm shall have a statutory lien on any Recovery as provided by applicable law and further maintain rights in the nature of *quantum meruit* to recover fees, costs and expenses reasonably allocable to their work prior to termination.

SETTLEMENT

County has the authority to accept or reject any final settlement amount after receiving the advice of Counsel and National Law Firm. County understands settlements are a "compromise" of its claim(s), and that Counsel and National Law Firm's fee, as set forth above, applies to settlements also. For example, if a settlement is reached, and includes future or structured payments, Counsel and National Law Firm's fee shall include its contingent portion of those future or structured payments.

NO GUARANTEE OF RECOVERY

County understands and acknowledges that dispute resolution through litigation often takes years to achieve. County understands and acknowledges that there is no guarantee or assurances of any kind regarding the likelihood of success of the Lawsuit, but that Counsel and National Law Firm will use their skill, diligence, and experience to diligently pursue the Lawsuit.

LIMITED LIABILITY

von Briesen & Roper, s.c., and Crueger Dickinson LLC are limited liability entities under Wisconsin law. This means that if Counsel fails to perform duties in the representation of County and that failure causes County damages, the firms comprising Counsel and the shareholder(s) or principals directly involved in the representation may be responsible to County for those damages, but the firm's other shareholders or principals will not be personally responsible. Counsel's professional liability insurance exceeds the minimum amounts required by the Wisconsin Supreme Court for limited liability entities of similar size.

COMMUNICATION BY E-MAIL

Counsel and National Law Firm primarily communicate with their clients via unencrypted internet e-mail, and this will be the way in which communications occur with County. While unencrypted e-mail is convenient and fast, there is risk of interception, not only within internal networks and the systems used by internet service providers, but elsewhere on the internet and in the systems of our clients and their internet service providers.

FILE RETENTION AND DESTRUCTION

In accordance with Counsel and National Law Firm's records retention policy, most paper and electronic records maintained are subject to a 10-year retention period from the last matter activity date or whatever date deemed appropriate. Extended retention periods may apply to certain types of matters or pursuant to County's specific directives.

After the expiration of the applicable retention period, Counsel and National Law Firm will destroy records without further notice to County, unless County otherwise notifies in writing.

MISCELLANEOUS

This Engagement Letter shall be governed by and construed in accordance with the laws of the State of Wisconsin, without regard to conflicts of law rules. In the event of any dispute arising out of the terms of this Engagement Letter, venue for any such dispute shall be exclusively designated in the State of Wisconsin Circuit Court for Milwaukee County, Wisconsin, or in the United States District Court for the Eastern District of Wisconsin.

It is expressly agreed that this Engagement Letter represents the entire agreement of the parties, that all previous understandings are merged in this Engagement Letter, and that no modification of this Engagement Letter shall be valid unless written and executed by all parties.

It is expressly agreed that if any term or provision of this Engagement Letter, or the application thereof to any person or circumstance, shall be held invalid or unenforceable to any extent, the remainder of this Engagement Letter, or the application of such term or provision to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby; and every other term and provision of this Engagement Letter shall be valid and shall be enforced to the fullest extent permitted by law.


The parties acknowledge that they have carefully read and fully understand all of the provisions of this Engagement Letter, and that they have the capacity to enter into this Engagement Letter. Each party and the person signing on behalf of each party, represents that the person signing this Engagement Letter has the authority to execute this document and thereby bind the party hereto on whose behalf the person is signing. Specifically, County acknowledges that it is bound by this Engagement Letter, has satisfied all conditions precedent to execution of this Engagement Letter and will execute all the necessary documents that may be required by its governing statutes and/or code.

CONCLUSION

Counsel and National Law Firm are pleased to have this opportunity to be of service to County. If at any time during the course of representation you have any questions or comments about our services or any aspect of how we provide services, please don't hesitate to call one or all of the individuals listed below.

Very truly yours,

von BRIESEN & ROPER, s.c.



Andrew T. Phillips

CRUEGER DICKINSON LLC



Erin K. Dickinson

SIMONS HANLY CONROY LLC (Acknowledged)

Paul J. Hanly, Jr.

BROWN COUNTY agrees to retain the services of Counsel and National Law Firm all upon the terms and conditions specified above.

By: _____

Date: _____

Title: _____

cc: Corporation Counsel



Crueger
Dickinson

von Briesen

von Briesen & Roper, s.c. | Attorneys at Law



COMBATting THE OPIOID EPIDEMIC

LITIGATION ON BEHALF OF COUNTY GOVERNMENTS



THE OPIOID EPIDEMIC: A PUBLIC HEALTH CRISIS

Opioid addiction and abuse have reached epidemic levels over the past decade. Indeed, on March 22, 2016, the FDA recognized opioid abuse as a "public health crisis" that has a "profound impact on individuals, families and communities across our country."¹

In the last decade, the epidemic has exploded. From 1999 to 2013 the amount of opioids dispensed in the United States quadrupled

In 2013, nearly 207 million opioid prescriptions were written. A year later, that number grew to 259 million

Those sales are big business for the pharmaceutical companies that manufacture and sell opioids including Purdue, Teva, Janssen, Cephalon and Endo (referred to as "Pharma"). In 2015 alone, the sale of opioids generated nearly \$10 Billion in revenue for Pharma.

Sales and profits have grown dramatically over the past several decades.

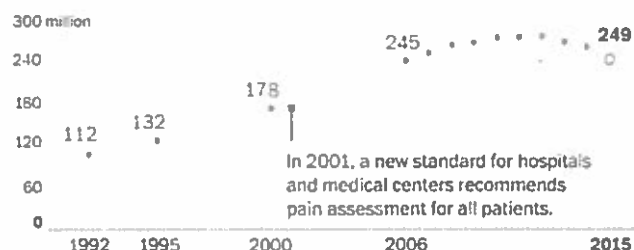


From 1999 to 2013,
the amount of
prescription
opioids dispensed
in the U.S. nearly
quadrupled.

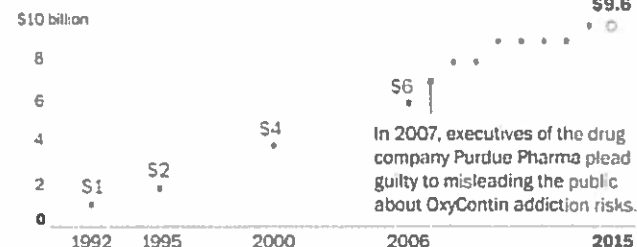
Tracking opioid use and sales

The opioid-drug market has grown dramatically over the past 25 years.

Total prescriptions filled in the United States



Total U.S. sales



Source: IMS Health²

THE WASHINGTON POST

¹ <http://www.fda.gov/newsevents/newsroom/pressannouncements/ucm491739.htm>

² https://www.washingtonpost.com/national/the-drug-industrys-answer-to-opioid-addiction-more-pills/2016/10/15/181a529c-8ae4-11e6-bff0-d53f592f176e_story.html?utm_term=.2d1327bf59ae

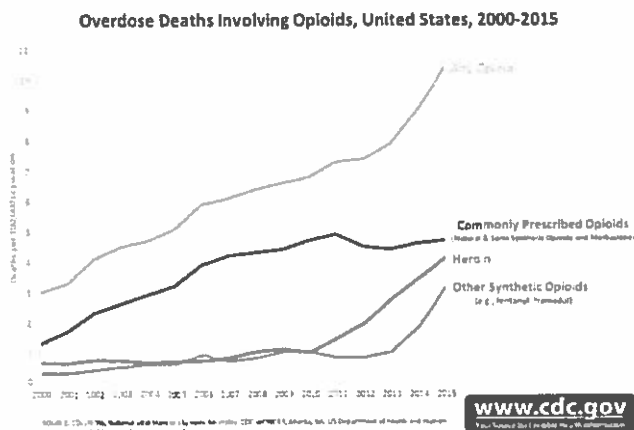
This spike in sales has had devastating and catastrophic effects. 2015 Data from the National Survey on Drug Use and Health showed that in the year 2013 over a third of the people in the United States had used prescription opioids with a significant number suffering from addiction as a result.

37.8% Americans used
prescription opioids
(91.8 MILLION PEOPLE)

4.7% misused them
(11.5 MILLION PEOPLE)

.8% had a use disorder
(1.9 MILLION PEOPLE)

Additionally, deaths from opioids dramatically spiked with increased sales



As described below, these dramatically increased sales and the spike in abuse and resultant deaths directly corresponds to Pharma's decision to market opioids for long-term use despite their known addictive effects.

PHARMA'S ROLE IN CREATING THE OPIOID EPIDEMIC

Opioids were historically used to provide effective treatment for short-term pain management. Controlled studies of the safety and efficacy of opioids were limited to short-term use. Pharma knew the limitations of the controlled studies. However, Pharma knew that profits could sky rocket if they were able to market and sell opioids for long-term use, including to treat chronic pain. In order to expand their market and achieve a dramatic increase in profits, Pharma decided to create a false marketing campaign designed to give the medical community and the public the false impression that opioids were safe and efficacious for long-term use. This false marketing campaign began in the late 90s, but exponentially increased starting in about 2006 and continues to the present.

Pharma was successful.

SINCE 1999

Prescription sales of
opioids have **quadrupled**

IN 2010

254 million opioid
prescriptions were written

IN 2013

37.4% of the population
had been prescribed
Opioids

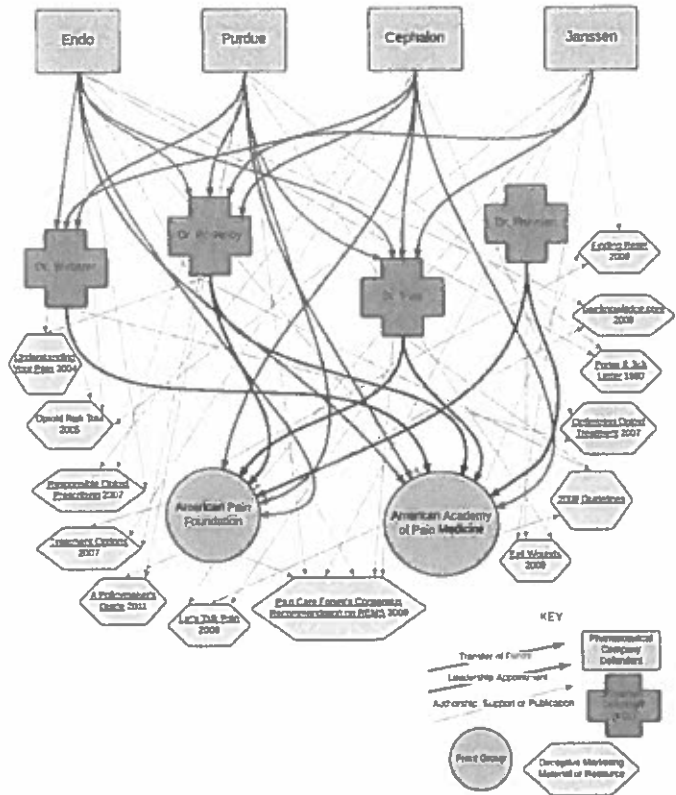


The result was a public health crisis that has had a profound impact on individuals, families and communities across the country.

The National Institute for Health ("NIH") identified Pharma as directly responsible for this crisis. In 2015, the NIH found that "several factors are likely to have contributed to the current prescription drug abuse problem. They include drastic increases in the number of prescriptions written and dispensed, greater social acceptability for using medications for different purposes, and *aggressive marketing by pharmaceutical companies.*"³

That "aggressive marketing campaign" included distorting medical and public perception of existing scientific data to create the false impression that opioids were safe and efficacious for long-term use. To accomplish this, Pharma poured money into generating articles, continuing education courses, sales groups and advocacy groups to create a phony "consensus" supporting the long-term use of opioids. Pharma and a select group of doctors and "front groups" banded together to create false legitimacy and the impression that these drugs were safe and efficacious for long-term use.

The following graphic depicts how this worked



County of Suffolk v. Purdue Pharm L.P. et al. Case No. NYSCEF 613760/2016.
Doc. No. 2 Ex. A

WHY DID PHARMA DO THIS?

The answer is simple. Pharma made blockbuster profits. In 2012 alone, Pharma raked in \$8 Billion from the sale of opioids. Purdue alone made \$3.1 Billion from the sale of the opioid Oxycontin.

91

91 Americans die
every day from an
opioid overdose
(that includes
prescription opioids
and heroin).

³ <https://www.drugabuse.gov/about-nida/legislative-activities/testimony-to-congress/2016/americas-addiction-to-opioids-heroin-prescription-drug-abuse>



Not only has the Pharma industry profited from selling opioids but companies have also profited from treating the effects. As illustrated in a recent Washington Post article, the profits have been enormous:

Drugs to treat the effects of drugs

The nearly \$9.6 billion industry around opioid pain management has begotten a number of new billion-dollar markets for addiction, overdose and side effects such as constipation.

Opioid painkillers

2015 U.S. sales



Drugs that treat:

Addiction
2014 U.S. sales

\$1.4
billion

Overdose
Estimated

\$1.3
billion

Side effects
Estimated

\$1.9 billion to
\$4.8 billion

Sources: IMS Health, Credence Research, Transparency Market Research, One Equity Research⁴

THE WASHINGTON POST

been covering the opioid epidemic and resulting litigation. (Several recent examples have been included in the attached Appendix, Tab 2)

HOLDING PHARMA ACCOUNTABLE: CLAIMS

Lawsuits seek to hold opioid manufacturers accountable for the costs communities incur as a result of the opioid epidemic.

Lawsuits have alleged that Pharma and a select group of doctors worked together to create a false impression of the safety and efficacy of opioids for long term use. Allegations are that Pharma and the doctors misled the medical community and consumers into believing that opioids were non-addictive and were a viable option for treatment of chronic pain. Legal claims have included

- Misrepresentation
- Consumer Fraud/Violation of Consumer Protection Statutes
- False Advertising
- Nuisance
- Civil RICO

Different cases have taken different approaches, but the facts and allegations are similar. A sample of one of the Complaints filed by Suffolk County, New York is included in the attached Appendix (Tab 3).

COUNTIES BEAR THE COSTS

While Pharma was raking in profits, county governments have been forced to spend a significant amount of money combatting this epidemic. Costs to counties include health care costs, addiction and treatment costs, social costs, programming, training and education costs, criminal justice and victimization costs and lost productivity

COUNTIES AND STATES FILE LAWSUITS

A number of government entities have brought litigation against the Pharma companies for their role in creating the Opioid Epidemic. This includes the State of Kentucky, the State of Ohio, the City of Chicago and counties in New York, West Virginia and Illinois. More and more cases are filed every week. A chart summarizing the current litigation is attached in the Appendix hereto (Tab 1). Additionally, major news outlets have

⁴ https://www.washingtonpost.com/national/the-drug-industrys-answer-to-opioid-addiction-more-pills/2016/10/15/181a529c-8ae4-11e6-bf0-d53f592f176e_story.html?utm_term=.2d1327bf59ae



WHAT ARE THE DOLLAR FIGURES?

While it is still early in the investigation into the exact costs to counties, states and municipalities, costs of the Opioid Epidemic are staggering. Indeed, in 2016 researchers from the CDC estimated the annual economic burden of prescription opioid abuse in the U.S. at \$78.4 Billion. The study further broke down this cost as follows:

LOST PRODUCTIVITY

\$42 Billion (53.3%)

HEALTH INSURANCE

\$26.1 Billion (33.3%)

CRIMINAL JUSTICE

\$7.6 Billion (9.7%)

SUBSTANCE ABUSE TREATMENT

\$2.8 Billion (3.6%)

While the CDC study did not attempt to estimate damages to county governments, the economic impact is significant and, to date, unreimbursed by Pharma.

⁵ Florence CS, Zhou C, Luo F, Xu L. The Economic Burden of Prescription Opioid Overdose, Abuse, and Dependence in the United States, 2013. *Medical Care*. October 2016; 54(10): 901 – 906.

11



FREQUENTLY ASKED QUESTIONS



WHAT IS THE OPIOID LITIGATION AND WHY DOES IT AFFECT COUNTIES?

State and local governments around the country have begun to file lawsuits against several major manufacturers (Purdue, Janssen, Endo, Cephalon and others) referred to as "Pharma" for their role in creating the Opioid Epidemic. These manufacturers flooded the market with highly addictive drugs, claiming they were safe and efficacious for long term use, manufactured studies to support these false claims and knowingly misrepresented the addictive nature of these drugs. As a result of these misrepresentations, millions of Americans lives have been impacted or destroyed (commonly referred to as the "Opioid Epidemic"). The Opioid Epidemic has in turn imposed huge costs on both county and state governments around the country including health care costs, substance abuse treatment and prevention costs, criminal justice costs and productivity costs.



WHAT IS THE ECONOMIC IMPACT OF THE OPIOID EPIDEMIC?

While it is still early in the investigation, studies have analyzed the economic impact of the Opioid Epidemic. In the most recent major study, published in 2016 by CDC researchers, the annual estimated economic burden of prescription opioid abuse in the United States was determined to be \$78.4 Billion. Of that number the economic impact broke down as follows:

LOST PRODUCTIVITY

\$42 Billion (53.3%)

HEALTH INSURANCE

\$26.1 Billion (33.3%)

CRIMINAL JUSTICE

\$7.6 Billion (9.7%)

SUBSTANCE ABUSE TREATMENT

\$2.8 Billion (3.6%)

Predictably, as the epidemic has worsened, so has the economic burden. Indeed, a similar study in 2007 found the annual economic impact was \$55.7 Billion. And a recent 2017 study funded by the U.S. Department of Health and Human Services found that more than one third of U.S. civilian, noninstitutionalized adults reported prescription opioid use, with substantial numbers reporting misuse and use disorders. As the problem has worsened since 2013, it is expected that the impact has correspondingly worsened.

⁶ Florence CS, Zhou C, Luo F, Xu L. The Economic Burden of Prescription Opioid Overdose, Abuse, and Dependence in the United States, 2013. *Medical Care*. October 2016; 54(10): 901 - 906.



WHAT IS THE GOAL OF THE OPIOID LITIGATION?

To hold Pharma responsible for their role in creating the Opioid Epidemic and to return to the counties the money spent battling the epidemic and the expense of other critical programming. While it is unrealistic to think that the lawsuit will solve the problem, Pharma should be responsible for funding solutions to a problem they created.



WHAT KINDS OF COSTS WOULD A LAWSUIT SEEK TO RECOVER?

The counties would seek repayment for the costs they have expended related to the Opioid Epidemic. Those costs include but are not limited to:

- County funded healthcare costs for employees and dependents related to opioid addiction, substance abuse treatment, hospitalizations, etc.
- County funded programs for residents for prevention, treatment, health visits, substance abuse programs etc.
- Criminal Justice and law enforcement costs associated with opioids
- Loss of county employee productivity related to opioid abuse and addiction
- General societal mayhem and opioid related death costs



WHAT IS THE REASON THE COUNTIES SHOULD GET INVOLVED IN THE OPIOID LITIGATION?

The only way to recover any of the significant costs the counties have faced as a result of Pharma's role in the Opioid Epidemic is to bring suit. Any county that does not get involved risks receiving no recovery. While recovery in this type of litigation is not certain, one certain way to get nothing is to stay out of the litigation.



WHAT IF THE COUNTIES DO NOT GET INVOLVED?

Counties who do not get involved will not get a recovery in the event that there is one.



WHO WILL PAY FOR THE LITIGATION?

The counties will not be asked to bear the costs of the Opioid Litigation. The law firms proposing to represent the counties will work on a contingent fee basis (only getting paid out of a portion of the recovery if there is one) and bearing all costs of the litigation.



WHAT WILL BE EXPECTED OF A COUNTY BRINGING SUIT?

Counties bringing suit will be expected to participate in some significant ways, the most major of which is document collecting and information gathering to support the county's claim for costs associated with the Opioid Epidemic. The team of private attorneys will work on site with county employees to help identify, gather and assemble this information, however, county employee time will also be necessary. Affected departments will likely be Health and Human Services, Human Resources, Medical Examiner/Coroner, District Attorney's Office, Office of the Sheriff, Circuit Courts, Department of Administration.



WHAT IS THE REASON TO COORDINATE EFFORTS ACROSS COUNTIES IN THE LITIGATION?

It will be very important to coordinate efforts both among counties in each state and between counties nationally. Government entities will face a well-financed, well-funded and coordinated defense from Pharma. Unless a critical mass of counties not only file suit and coordinate efforts, it is a safe bet that Pharma will simply continue to fight each individual case without contemplating a resolution.



WILL THE STATE BE INVOLVED AND HOW WILL THAT IMPACT THE COUNTIES AND THEIR ABILITY TO RECOVER?

The State of Ohio has brought suit and other states are contemplating suit. It is safe to assume that state governments will bring similar suits. The states and counties will have separate damages, however, and the counties should be able to recover even if the states bring suit. As the tobacco litigation demonstrated, there is no reason to expect that the counties can simply let the states file suit and wait for their portion of the states' recovery. The best way for the counties to protect their interests is to pursue their own litigation.



CATEGORIES OF INFORMATION SUPPORTING COUNTY COSTS

COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES/SOCIAL SERVICES/COMMUNITY PROGRAMS

Information regarding child welfare costs, out of home placements; community education, outreach and prevention, opioid abuse treatment; education of medical professionals, and costs associated with such programs.

Information regarding county funded (for residents/indigents) opioid-related office visits, toxicology screenings, inpatient therapy, medical claims, medical diagnosis, pharmacy claims, emergency department visits, emergency department claims, opioid treatment programs, days missed from work for opiate treatment or offenses, prescription drug plans, mental health screenings, mental health hospital visits, mental health diagnosis and Medicaid claims. Information regarding opiate treatment programs, funding for opiate treatment programs, inpatient and outpatient treatment data, cost of drugs for opiate treatment programs, insurance information for treatment and relapse information. Information from delinquency and court services regarding opioid-related interventions and programs designed to curb or prevent opioid use.

DEPARTMENT OF HUMAN RESOURCES

Information regarding county funded employee opioid-related office visits, toxicology screenings, inpatient therapy, medical claims, medical diagnosis, pharmacy claims, emergency department visits, emergency department claims, opioid treatment programs, days missed from work for opiate treatment or offenses, prescription drug plans, mental health screenings, mental health hospital visits, mental health diagnosis

Information regarding county employees' opioid-related disability claims, funding used for substance abuse, workers compensation claims, and mental health treatment

MEDICAL EXAMINER/ CORONER

Information regarding the number of opioid overdose deaths, costs associated with those deaths.

JUSTICE SYSTEM IMPACTS

Information regarding the prosecution of opioid-related crimes committed within the county and the impacts on the justice system



**OFFICE OF THE SHERIFF/
COUNTY JAIL**

Information regarding opioid-related arrests and charges, illegal trafficking data, prescription-related DWI's, incarceration records, probation records, drug court data, sheriff/deputy overtime data regarding opioid-related offenses, data from Narcan program, sheriff/data resources data dedicated to heroin epidemic including prevention, emergency dispatch data, repeat offender data, involuntary treatment programs, emergency dispatch data. Information regarding costs associated with housing inmates with addiction arrests, requiring addiction treatment programs

**DEPARTMENT OF
ADMINISTRATION**

Information regarding costs associated with expenditures incurred, or resources allocated, to combat opioid addiction or abuse

**COUNTY-OWNED
HOSPITALS/NURSING
HOMES**

Information regarding costs of opioid treatment at county-owned hospitals and nursing homes.



Crueger
Dickinson

von Briesen

von Briesen & Roper, s.c. | Attorneys at Law

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ANDREW T. PHILLIPS

von Briesen & Roper
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414 287 1570

Brown County Clerk Budget Status Report

HIGHLIGHTS - January-September Percent of Fiscal Year (75%)

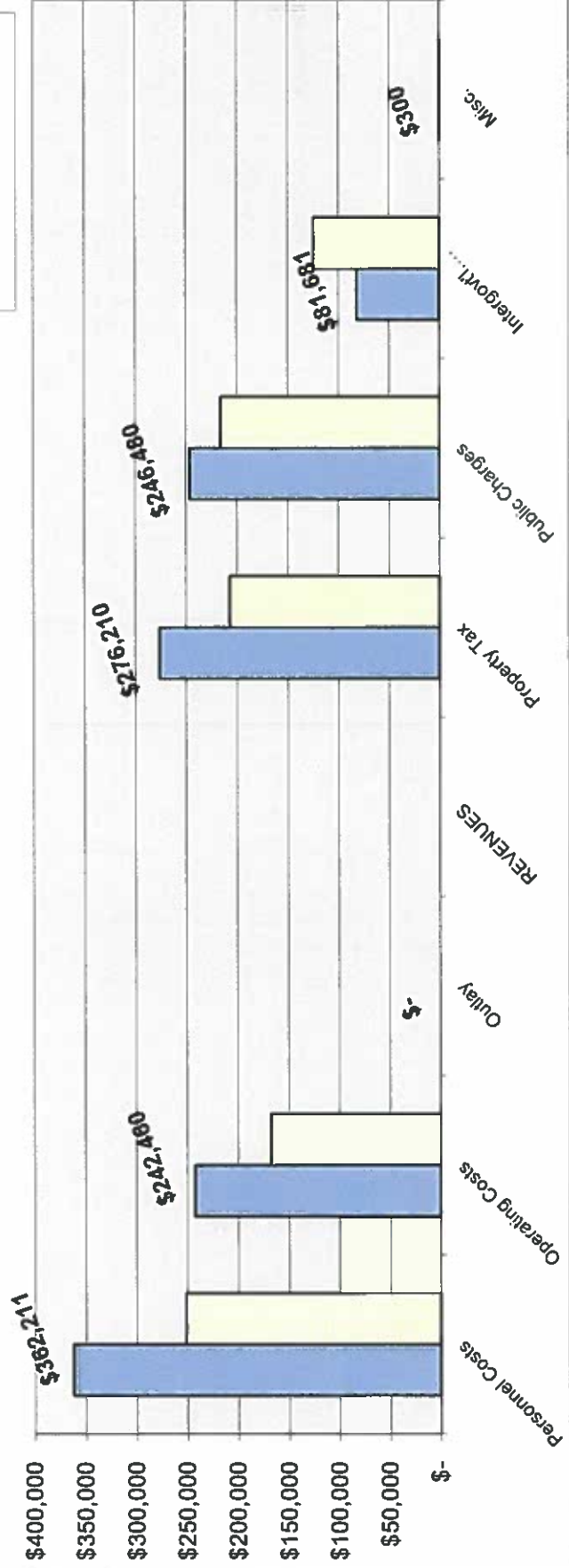
September 30, 2017	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 362,211	\$ 251,349	69%
Operating Costs	\$ 242,460	\$ 167,555	69%
Outlay	\$ -	\$ -	#DIV/0!
REVENUES			
Property Tax	\$ 276,210	\$ 207,157	75%
Public Charges	\$ 246,480	\$ 216,068	88%
Intergovtl. Charge for Serv.	\$ 81,681	\$ 124,196	152%
Misc.	\$ 300	\$ 150	50%
Transfer in HR	\$ -	\$ -	

Unaudited

Expenditures: Operating costs are high due to purchases for passport supplies and Electionware Software maintenance and licensing fees. Salary low due to office vacancy.

Revenues: Revenues are high due to passport sales. April 2017 spring election chargeback revenue is higher than anticipated due to a statewide primary and general election, referendas, reimbursement of maintenance cost and professional services.

County Clerk - September 30, 2017



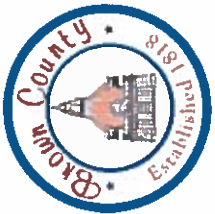


County Clerk Unaudited Monthly Budget Report

Date Range 01/01/17 - 09/30/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd
Fund 100 - General Fund									
REVENUE									
Department 019 - County Clerk									
Property Taxes									
4100	General property taxes	276,210.00	.00	276,210.00	23,017.50	.00	207,157.50	69,052.50	75%
	<i>Property taxes Totals</i>	<i>\$276,210.00</i>	<i>\$0.00</i>	<i>\$276,210.00</i>	<i>\$23,017.50</i>	<i>\$0.00</i>	<i>\$207,157.50</i>	<i>\$69,052.50</i>	<i>75%</i>
Intergov Revenue									
4700	Intergov charges	81,681.00	.00	81,681.00	.00	.00	124,195.86	(42,514.86)	152%
	<i>Intergov Revenue Totals</i>	<i>\$81,681.00</i>	<i>\$0.00</i>	<i>\$81,681.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$124,195.86</i>	<i>(\$42,514.86)</i>	<i>152%</i>
Public Charges									
4400.194	Permits Work permit	3,500.00	.00	3,500.00	45.00	.00	1,605.00	1,895.00	46
4400.195	Permits Alarm permits	25,900.00	.00	25,900.00	70.00	.00	11,060.00	14,840.00	43
4401.192	Licenses Marriage License	94,950.00	.00	94,950.00	11,400.00	.00	70,490.00	24,460.00	74
4401.194	Licenses Dog	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0
4600.190	Charges and fees Passport	116,900.00	.00	116,900.00	9,323.62	.00	132,447.46	(15,547.46)	113
4601.012	Sales Copy machine use	205.00	.00	205.00	.00	.00	36.00	169.00	18
4601.196	Sales Directory	375.00	.00	375.00	.00	.00	329.51	45.49	88
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	100.00	50.00	67
	<i>Public Charges Totals</i>	<i>\$246,480.00</i>	<i>\$0.00</i>	<i>\$246,480.00</i>	<i>\$20,838.62</i>	<i>\$0.00</i>	<i>\$216,067.97</i>	<i>\$30,412.03</i>	<i>88%</i>
Miscellaneous Revenue									
4900	Miscellaneous	300.00	.00	300.00	.00	.00	150.00	150.00	50
	<i>Miscellaneous Revenue Totals</i>	<i>\$300.00</i>	<i>\$0.00</i>	<i>\$300.00</i>	<i>\$0.00</i>	<i>\$0.00</i>	<i>\$150.00</i>	<i>\$150.00</i>	<i>50%</i>
Department 019 - County Clerk Totals		<i>\$604,671.00</i>	<i>\$0.00</i>	<i>\$604,671.00</i>	<i>\$43,856.12</i>	<i>\$0.00</i>	<i>\$547,571.33</i>	<i>\$57,099.67</i>	<i>91%</i>
REVENUE TOTALS		<i>\$604,671.00</i>	<i>\$0.00</i>	<i>\$604,671.00</i>	<i>\$43,856.12</i>	<i>\$0.00</i>	<i>\$547,571.33</i>	<i>\$57,099.67</i>	<i>91%</i>
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5100	Regular earnings	266,453.00	.00	266,453.00	18,550.81	.00	178,621.58	87,831.42	67
5100.998	Regular earnings Budget only	6,677.00	.00	6,677.00	.00	.00	.00	6,677.00	0
5102.100	Paid leave earnings Vacation	.00	.00	.00	10.02	.00	6,574.00	(6,574.00)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	40.08	.00	2,006.47	(2,006.47)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	411.06	(411.06)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	697.49	.00	2,632.52	(2,632.52)	+++
5103.000	Premium Overtime	4,500.00	.00	4,500.00	145.57	.00	2,270.66	2,229.34	50
5110.100	Fringe benefits FICA	19,536.00	.00	19,536.00	1,414.28	.00	14,257.41	5,278.59	73
5110.110	Fringe benefits Unemployment compensation	530.00	.00	530.00	36.07	.00	362.13	167.87	68
5110.200	Fringe benefits Health Insurance	37,876.00	.00	37,876.00	1,372.60	.00	25,735.83	12,140.17	68
5110.210	Fringe benefits Dental Insurance	3,358.00	.00	3,358.00	173.21	.00	2,372.12	985.88	71
5110.220	Fringe benefits Life Insurance	430.00	.00	430.00	.00	.00	287.84	142.16	67
5110.230	Fringe benefits LT disability insurance	1,390.00	.00	1,390.00	70.23	.00	866.96	523.04	62
5110.235	Fringe benefits ST disability insurance	2,055.00	.00	2,055.00	171.25	.00	1,541.25	513.75	75



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/17 - 09/30/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5110.240	Fringe benefits Workers compensation insurance	481.00	.00	481.00	40.00	.00	360.00	121.00	75
5110.300	Fringe benefits Retirement	18,351.00	.00	18,351.00	1,322.17	.00	13,048.94	5,302.06	71
5198	Fringe benefits - Budget only	574.00	.00	574.00	.00	.00	.00	574.00	0
Personnel Costs Totals		\$362,211.00	\$0.00	\$362,211.00	\$24,043.78	\$0.00	\$251,348.77	\$110,862.23	69%
Operating Expenses									
5300.001	Supplies Office	10,500.00	.00	10,500.00	197.34	.00	6,536.11	3,963.89	62
5300.004	Supplies Postage	9,155.00	.00	9,155.00	986.59	.00	8,587.87	567.13	94
5304	Printing	700.00	.00	700.00	.00	.00	.00	700.00	0
5304.100	Printing Forms	15,500.00	.00	15,500.00	.00	.00	.00	15,500.00	0
5305	Dues and memberships	425.00	.00	425.00	.00	.00	.00	(179.00)	142
5306.100	Maintenance agreement Software	27,258.00	.00	27,258.00	.00	.00	37,288.45	(10,030.45)	137
5307.100	Repairs and maintenance Equipment	20,950.00	.00	20,950.00	.00	.00	533.33	20,416.67	3
5310	Advertising and public notice	21,000.00	.00	21,000.00	.00	.00	13,313.42	7,686.58	63
5330	Books, periodicals, subscription	782.00	.00	782.00	.00	.00	57.00	725.00	7
5340	Travel and training	7,800.00	.00	7,800.00	218.00	.00	5,643.41	2,156.59	72
5370	Support Services	5,355.00	.00	5,355.00	45.00	.00	5,355.00	.00	100
5410.400	Insurance Bond	83.00	.00	83.00	.00	.00	100.00	(17.00)	120
5505	Telephone	600.00	.00	600.00	.00	.00	343.98	256.02	57
5600	Indirect cost	54,377.00	.00	54,377.00	4,531.00	.00	40,779.00	13,598.00	75
5601.100	Intra-county expense Technology services	38,148.00	.00	38,148.00	1,889.24	.00	29,719.33	8,428.67	78
5601.200	Intra-county expense Insurance	1,642.00	.00	1,642.00	137.00	.00	1,233.00	409.00	75
5601.400	Intra-county expense Copy center	18,000.00	.00	18,000.00	.00	.00	11,580.66	6,419.34	64
5601.450	Intra-county expense Departmental copiers	1,642.00	.00	1,642.00	136.83	.00	1,231.47	410.53	75
5601.550	Intra-county expense Document center	243.00	.00	243.00	10.80	.00	123.83	119.17	51
5708	Professional services	8,300.00	.00	8,300.00	.00	.00	4,525.00	3,775.00	55
Operating Expenses Totals		\$242,460.00	\$0.00	\$242,460.00	\$8,151.80	\$0.00	\$167,554.86	\$74,905.14	69%
Department 019 - County Clerk Totals		\$604,671.00	\$0.00	\$604,671.00	\$32,195.58	\$0.00	\$418,903.63	\$185,767.37	69%
EXPENSE TOTALS		\$604,671.00	\$0.00	\$604,671.00	\$32,195.58	\$0.00	\$418,903.63	\$185,767.37	69%
Fund 100 - General Fund Totals									
REVENUE TOTALS		604,671.00	.00	604,671.00	43,856.12	.00	547,571.33	57,099.67	91%
EXPENSE TOTALS		604,671.00	.00	604,671.00	32,195.58	.00	418,903.63	185,767.37	69%
Fund 100 - General Fund Totals		\$0.00	\$0.00	\$0.00	\$11,660.54	\$0.00	\$128,667.70	(\$128,667.70)	
Fund 802 - Dog License									
REVENUE									
Public Charges									
4401	Licenses	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0



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Brown County Clerk Budget Status Report

HIGHLIGHTS - January-October Percent of Fiscal Year (83%)

October 31, 2017	Annual	YTD	YTD %
EXPENDITURES	Budget	Transactions	Budget
Personnel Costs	\$ 362,211	\$ 278,018	77%
Operating Costs	\$ 242,460	\$ 178,516	74%
Outlay	\$ -	\$ -	#DIV/0!
REVENUES			
Property Tax	\$ 276,210	\$ 230,175	83%
Public Charges	\$ 246,480	\$ 235,355	95%
Intergov'tl. Charge for Serv.	\$ 81,681	\$ 124,196	152%
Misc.	\$ 300	\$ 165	55%

Transfer in HR

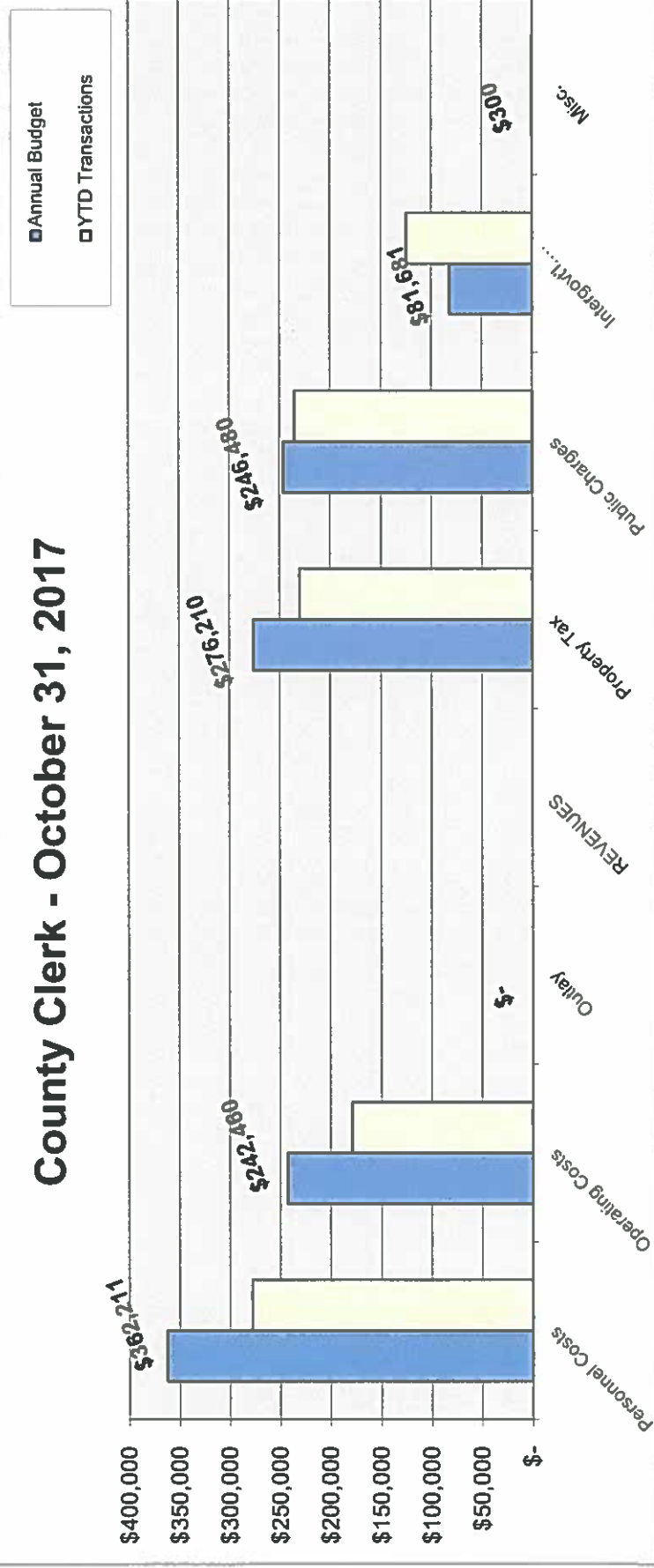
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Unaudited

Expenditures: Operating costs are high due to purchases for passport supplies and Electionware Software maintenance and licensing fees. Salary low due to office vacancy. We will have a \$35,000 expenditure in December for ballot shells for the 2018 election cycle.

Revenues: Revenues are high due to passport sales. April 2017 spring election chargeback revenue is higher than anticipated due to a statewide primary and general election, referendas, reimbursement of maintenance cost and professional services.

County Clerk - October 31, 2017





County Clerk Unaudited Monthly Budget Report

Date Range 01/01/17 - 10/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
REVENUE									
Department 019 - County Clerk									
Property taxes									
4100	General property taxes	276,210.00	.00	276,210.00	23,017.50	.00	230,175.00	46,035.00	83%
		\$276,210.00	\$0.00	\$276,210.00	\$23,017.50	\$0.00	\$230,175.00	\$46,035.00	83%
Intergov Revenue									
4700	Intergov charges	81,681.00	.00	81,681.00	.00	.00	124,195.86	(42,514.86)	152%
		\$81,681.00	\$0.00	\$81,681.00	\$0.00	\$0.00	\$124,195.86	(\$42,514.86)	152%
Public Charges									
4400.194	Permits Work permit	3,500.00	.00	3,500.00	47.50	.00	1,652.50	1,847.50	47%
4400.195	Permits Alarm permits	25,900.00	.00	25,900.00	175.00	.00	11,235.00	14,665.00	43%
4401.192	Licenses Marriage License	94,950.00	.00	94,950.00	7,395.00	.00	77,885.00	17,065.00	82%
4401.194	Licenses Dog	4,500.00	.00	4,500.00	.00	.00	.00	4,500.00	0%
4600.190	Charges and fees Passport	116,900.00	.00	116,900.00	11,651.21	.00	144,098.67	(27,198.67)	123%
4601.012	Sales Copy machine use	205.00	.00	205.00	18.00	.00	54.00	151.00	26%
4601.196	Sales Directory	375.00	.00	375.00	.00	.00	329.51	45.49	88%
4609	Miscellaneous public charges	150.00	.00	150.00	.00	.00	100.00	50.00	67%
		\$246,480.00	\$0.00	\$246,480.00	\$19,286.71	\$0.00	\$235,354.68	\$11,125.32	95%
Public Charges Totals									
Miscellaneous Revenue									
4900	Miscellaneous	300.00	.00	300.00	15.00	.00	165.00	135.00	55%
		\$300.00	\$0.00	\$300.00	\$15.00	\$0.00	\$165.00	\$135.00	55%
Miscellaneous Revenue Totals									
Department 019 - County Clerk Totals									
		\$604,671.00	\$0.00	\$604,671.00	\$42,319.21	\$0.00	\$589,890.54	\$14,780.46	98%
		\$604,671.00	\$0.00	\$604,671.00	\$42,319.21	\$0.00	\$589,890.54	\$14,780.46	98%
REVENUE TOTALS									
EXPENSE									
Department 019 - County Clerk									
Personnel Costs									
5100	Regular earnings	266,453.00	.00	266,453.00	19,180.96	.00	197,802.54	68,650.46	74%
5100.998	Regular earnings Budget only	6,677.00	.00	6,677.00	.00	.00	.00	6,677.00	0%
5102.100	Paid leave earnings Vacation	.00	.00	.00	773.76	.00	7,347.76	(7,347.76)	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	.00	.00	2,006.47	(2,006.47)	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	160.31	.00	571.37	(571.37)	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,632.52	(2,632.52)	+++
5103.000	Premium Overtime	4,500.00	.00	4,500.00	257.36	.00	2,528.02	1,971.98	56%
5110.100	Fringe benefits FICA	19,536.00	.00	19,536.00	1,461.91	.00	15,719.32	3,816.68	80%
5110.110	Fringe benefits Unemployment compensation	530.00	.00	530.00	37.29	.00	399.42	130.58	75%
5110.200	Fringe benefits Health Insurance	37,876.00	.00	37,876.00	2,745.20	.00	28,481.03	9,394.97	75%
5110.210	Fringe benefits Dental Insurance	3,358.00	.00	3,358.00	346.42	.00	2,718.54	639.46	81%
5110.220	Fringe benefits Life Insurance	430.00	.00	430.00	36.09	.00	323.93	106.07	75%
5110.230	Fringe benefits LT disability insurance	1,390.00	.00	1,390.00	73.98	.00	940.94	449.06	68%
5110.235	Fringe benefits ST disability insurance	2,055.00	.00	2,055.00	171.25	.00	1,712.50	342.50	83%

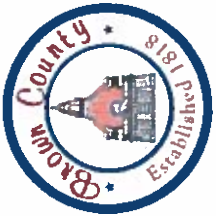


County Clerk Unaudited Monthly Budget Report

Date Range 01/01/17 - 10/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund									
EXPENSE									
Department 019 - County Clerk									
<i>Personnel Costs</i>									
5110.240	Fringe benefits Workers compensation Insurance	481.00	.00	481.00	40.00	.00	400.00	81.00	83
5110.300	Fringe benefits Retirement	18,351.00	.00	18,351.00	1,385.31	.00	14,434.25	3,916.75	79
5198	Fringe benefits - Budget only	574.00	.00	574.00	.00	.00	.00	574.00	0
	<i>Personnel Costs Totals</i>	\$362,211.00	\$0.00	\$362,211.00	\$26,669.84	\$0.00	\$278,018.61	\$84,192.39	77%
<i>Operating Expenses</i>									
5300.001	Supplies Office	10,500.00	.00	10,500.00	463.71	.00	6,999.82	3,500.18	67
5300.004	Supplies Postage	9,155.00	.00	9,155.00	1,026.00	.00	9,613.87	(458.87)	105
5304	Printing	700.00	.00	700.00	.00	.00	.00	700.00	0
5304.100	Printing Forms	15,500.00	.00	15,500.00	.00	.00	.00	15,500.00	0
5305	Dues and memberships	425.00	.00	425.00	45.00	.00	649.00	(224.00)	153
5306.100	Maintenance agreement Software	27,258.00	.00	27,258.00	.00	.00	37,288.45	(10,030.45)	137
5307.100	Repairs and maintenance Equipment	20,950.00	.00	20,950.00	.00	.00	533.33	20,416.67	3
5310	Advertising and public notice	21,000.00	.00	21,000.00	1,484.02	.00	14,797.44	6,202.56	70
5330	Books, periodicals, subscription	782.00	.00	782.00	.00	.00	57.00	725.00	7
5340	Travel and training	7,800.00	.00	7,800.00	335.63	.00	5,979.04	1,820.96	77
5370	Support Services	5,355.00	.00	5,355.00	.00	.00	5,355.00	.00	100
5410.400	Insurance Bond	83.00	.00	83.00	.00	.00	100.00	(17.00)	120
5505	Telephone	600.00	.00	600.00	80.57	.00	424.55	175.45	71
5600	Indirect cost	54,377.00	.00	54,377.00	4,531.00	.00	45,310.00	9,067.00	83
5601.100	Intra-county expense Technology services	38,148.00	.00	38,148.00	1,879.18	.00	31,598.51	6,549.49	83
5601.200	Intra-county expense Insurance	1,642.00	.00	1,642.00	137.00	.00	1,370.00	272.00	83
5601.400	Intra-county expense Copy center	18,000.00	.00	18,000.00	830.00	.00	12,410.66	5,589.34	69
5601.450	Intra-county expense Departmental copiers	1,642.00	.00	1,642.00	136.83	.00	1,368.30	273.70	83
5601.550	Intra-county expense Document center	243.00	.00	243.00	11.89	.00	135.72	107.28	56
5708	Professional services	8,300.00	.00	8,300.00	.00	.00	4,525.00	3,775.00	55
	<i>Operating Expenses Totals</i>	\$242,460.00	\$0.00	\$242,460.00	\$10,960.83	\$0.00	\$178,515.69	\$63,944.31	74%
Department 019 - County Clerk Totals									
		\$604,671.00	\$0.00	\$604,671.00	\$37,630.67	\$0.00	\$456,534.30	\$148,136.70	76%
	EXPENSE TOTALS	\$604,671.00	\$0.00	\$604,671.00	\$37,630.67	\$0.00	\$456,534.30	\$148,136.70	76%
Fund 100 - General Fund Totals									
	REVENUE TOTALS	604,671.00	.00	604,671.00	42,319.21	.00	589,890.54	14,780.46	98%
	EXPENSE TOTALS	604,671.00	.00	604,671.00	37,630.67	.00	456,534.30	148,136.70	76%
	<i>Personnel Costs Totals</i>	\$0.00	\$0.00	\$0.00	\$4,888.54	\$0.00	\$133,356.24	(\$133,356.24)	
Fund 802 - Dog License									
REVENUE									
<i>Public Charges</i>									
4401	Licenses	8,000.00	.00	8,000.00	.00	.00	.00	8,000.00	0



County Clerk Unaudited Monthly Budget Report

Date Range 01/01/17 - 10/31/17

Exclude Rollup Account

Account	Account Description	Adopted Budget	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd
Fund 802 - Dog License								
REVENUE								
<i>Public Charges Totals</i>								
		\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
	REVENUE TOTALS	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	0%
EXPENSE								
<i>Operating Expenses</i>								
5300	Supplies	900.00	900.00	.00	.00	800.16	99.84	89
5300.004	Supplies Postage	100.00	100.00	.00	.00	13.51	86.49	14
5310	Advertising and public notice	2,100.00	2,100.00	.00	.00	630.52	1,469.48	30
5330	Books, periodicals, subscription	4,900.00	4,900.00	.00	.00	4,750.00	150.00	97
	<i>Operating Expenses Totals</i>	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$6,194.19	\$1,805.81	77%
	EXPENSE TOTALS	\$8,000.00	\$8,000.00	\$0.00	\$0.00	\$6,194.19	\$1,805.81	77%
Fund 802 - Dog License Totals								
	REVENUE TOTALS	8,000.00	8,000.00	.00	.00	.00	8,000.00	0%
	EXPENSE TOTALS	8,000.00	8,000.00	.00	.00	6,194.19	1,805.81	77%
	Fund 802 - Dog License Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$6,194.19)	\$6,194.19	
Grand Totals								
	REVENUE TOTALS	612,671.00	612,671.00	42,319.21	.00	589,890.54	22,780.46	96%
	EXPENSE TOTALS	612,671.00	612,671.00	37,630.67	.00	462,728.49	149,942.51	76%
	Grand Totals	\$0.00	\$0.00	\$4,688.54	\$0.00	\$127,162.05	(\$127,162.05)	

17-75

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

County Clerk will need to purchase ballot shell stock for 2018 elections this year. Cost per unit price is reduced for large volume orders and shipping costs are less due to a single order. Shipments come from Birmingham and stock needs to be ordered and delivered in late 2017 for printing February's ballots in January 2018.

Amount: \$22,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.019.001.4700	Intergovt charges	\$22,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.019.001.5304.100	Printing Forms	\$22,000
<input type="checkbox"/>	<input type="checkbox"/>	014		
<input type="checkbox"/>	<input type="checkbox"/>	CPS		

SP
10/17/17

AUTHORIZATIONS

Sanjay L. Durr
Signature of Department Head

[Signature]
Signature of CDDA or Executive

Department: County Clerk
Date: 10-17-17

Date: 10/25/17

17-87

BUDGET ADJUSTMENT REQUEST**Category****Approval Level**

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 | b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

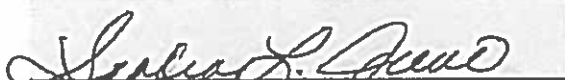
Justification for Budget Change:

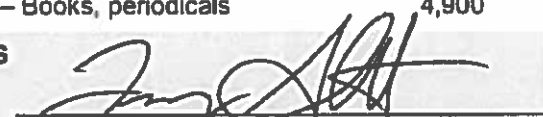
2017 – The Governmental Accounting Standards Board (GASB) has issued Statement No. 84 dealing with fiduciary activities. Currently, the Dog License fund is categorized as a fiduciary fund, but will not qualify as a fiduciary fund when the new accounting standard is implemented. As such, the activity for dog licenses should be accounted for as a Special Revenue Fund. Under the County's Fund Balance Policy, the creation of a Special Revenue Fund requires action by the County Board.

Fiscal effect \$ Zero

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.4401	Special Revenue - Licenses	8,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.4401	Fiduciary - Licenses	8,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.5300.xxx	Special Revenue - Licenses	1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.5310	Special Revenue - Advertising	2,100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.5330	Special Revenue - Books	4,900
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.5300.xxx	Fiduciary - Supplies	1,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.5310	Fiduciary - Advertising	2,100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.5330	Fiduciary - Books, periodicals	4,900

AUTHORIZATIONS


 Signature of Department Head
 Department: County Clerk
 Date: 11-15-17


 Signature of DOA or Executive
 Date: 11/16/17

18-06

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation Dept Head
- ☐ 2 Reallocation due to a technical correction that could include: Director of Admin
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) Admin Committee
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation. Oversight Comm
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount Oversight Comm
2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue Oversight Comm
2/3 County Board
- ☐ 8 Any allocation from a department's fund balance Oversight Comm
2/3 County Board
- ☐ 9 Any allocation from the County's General Fund Oversight Comm
Admin Committee
2/3 County Board

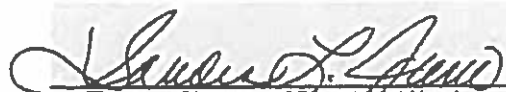
Justification for Budget Change:

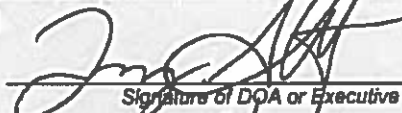
2018 – The Governmental Accounting Standards Board (GASB) has issued Statement No. 84 dealing with fiduciary activities. Currently, the Dog License fund is categorized as a fiduciary fund, but will not qualify as a fiduciary fund when the new accounting standard is implemented. As such, the activity for dog licenses should be accounted for as a Special Revenue Fund. Under the County's Fund Balance Policy, the creation of a Special Revenue Fund requires action by the County Board.

Fiscal effect \$ Zero

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.4401	Special Revenue - Licenses	8,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.4401	Fiduciary – Licenses	8,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.5300.xxx	Special Revenue – Licenses	1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.5310	Special Revenue – Advertising	2,100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	265.019.016.5330	Special Revenue – Books	4,900
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.5300.xxx	Fiduciary – Supplies	1,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.5310	Fiduciary – Advertising	2,100
<input type="checkbox"/>	<input checked="" type="checkbox"/>	802.5330	Fiduciary – Books, periodicals	4,900

AUTHORIZATIONS


 Signature of Department Head
 Department: County Clerk
 Date: 11-15-17


 Signature of DOA or Executive
 Date: 11/16/17

ALTERNATE OPTIONS FOR ABSENTEE VOTING

WHEREAS, Wisconsin Statutes were changed allowing any eligible elector to vote by absentee ballot beginning with the 2000 Presidential Election. Previously, absentee voting was limited to electors over 70 years old, people with disabilities, and electors that would be out of town on Election Day.

WHEREAS, this change has effected a 1,000% increase in the number of absentee ballots cast in Brown County over the past decade; the 2000 Presidential Election had less than 4,000 absentee ballots cast and the 2016 Presidential Election had nearly 45,000 absentee ballots cast.

WHEREAS, for the 2016 Presidential Election about 30,000 (75%) of the absentee ballots cast for the 2016 Presidential Election were voted in person in municipal clerks' offices.

WHEREAS, increasing numbers of electors are choosing to vote by absentee ballot due to increased media attention, political rallies, and direct mail and phone communications from candidates, political parties, and interest groups in an effort to "bank votes" prior to Election Day.

WHEREAS, current absentee voting laws negatively restricts the ability of municipal clerks for large populations to efficiently manage high volumes of electors voting in their offices and the overall management of processing absentee ballots prior to and on Election Day.

WHEREAS, several municipal and county clerks have been working with legislators and the Wisconsin Elections Commission (WEC) to create legislation for an optional alternative Absentee Voting Efficiency Option (AVEO), AB-637 and LRB-4560/1, that would reduce costs for supplies, postage, and personnel; allow electors to correct their ballots should a voting error occur; prevent absentee ballots from being damaged and reducing the number having to be remade on Election Day; and allowing clerks to better manage activities, respond to problems and issues, and improve timeliness of releasing voting results on Election Day.

THEREFORE, the Brown County Board of Supervisors are requesting legislators and the Wisconsin Elections Commission (WEC) to adopt optional alternative absentee voting legislation prior to the November 6, 2018, election that will address election inefficiencies, reduce costs, and improve ballot management, processes and procedures and create early voting options to better serve large population governments and its electors.

Child Support
Budget Status Report (Unaudited)
10/31/17

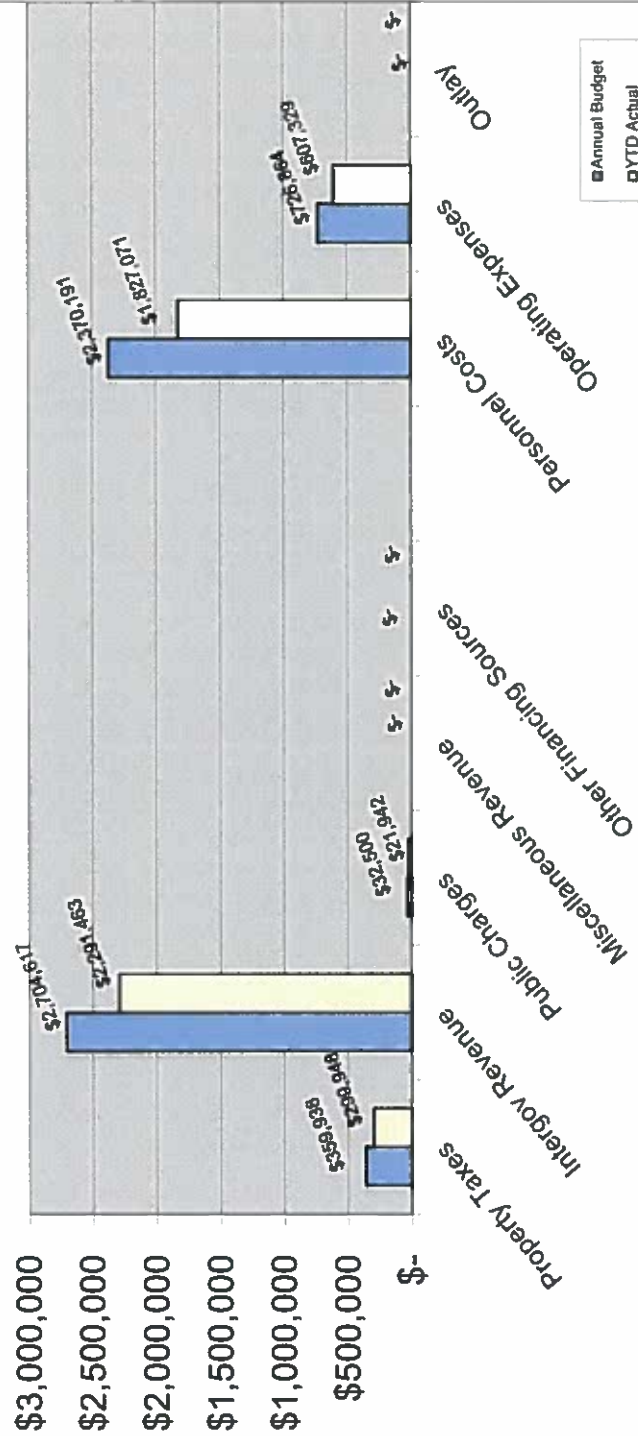
	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 359,938	\$ 299,948	83.3%	
Intergov Revenue	\$ 2,704,617	\$ 2,291,463	84.7%	
Public Charges	\$ 32,500	\$ 21,942	67.5%	
Miscellaneous Revenue	\$ -	\$ -	#DIV/0!	
Other Financing Sources	\$ -	\$ -	#DIV/0!	
Personnel Costs	\$ 2,370,191	\$ 1,827,071	77.1%	
Operating Expenses	\$ 726,864	\$ 607,329	83.6%	
Outlay	\$ -	\$ -	#DIV/0!	

Comments:

Revenue: Public charges are trending lower than anticipated. Other revenues are as projected.

Expenses: On target/personnel costs below projections

Child Support - October 31, 2017





BCCA Budget Performance report-10/31/17

Fiscal Year to Date 10/31/17

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year Total
Fund 210 - Child Support										
REVENUE										
Department 017 - Child Support										
Division 001 - General										
4100	General property taxes	359,938.00	.00	359,938.00	29,994.83	.00	299,948.30	59,989.70	83	365,963.00
4302	State grant and aid revenue	1,731,566.00	.00	1,731,566.00	(250,324.90)	.00	1,133,451.05	598,114.95	65	1,475,275.79
4302	State grant and aid revenue Incentives	478,297.00	.00	478,297.00	578,222.00	.00	704,203.00	(225,906.00)	147	624,924.00
4302.003	State grant and aid revenue GPR	344,754.00	.00	344,754.00	.00	.00	339,845.00	4,909.00	99	318,050.00
4302.004	State grant and aid revenue SPSK	150,000.00	41,500.00	191,500.00	40,542.96	.00	113,963.98	77,536.02	60	225,783.29
4302.007	State grant and aid revenue	\$2,704,617.00	\$41,500.00	\$2,746,117.00	\$368,440.06	\$0.00	\$2,291,463.03	\$454,653.97	83%	\$2,644,033.08
4600	Charges and fees	18,000.00	.00	18,000.00	1,036.67	.00	11,257.03	6,742.97	63	15,502.23
4600.601	Charges and fees Genetic test	500.00	.00	500.00	10.00	.00	158.65	341.35	32	429.99
4600.602	Charges and fees Vital statistics	9,000.00	.00	9,000.00	501.17	.00	6,870.24	2,129.76	76	9,460.39
4600.603	Charges and fees Paper service	4,500.00	.00	4,500.00	420.00	.00	3,360.00	1,140.00	75	4,926.00
4600.604	Charges and fees Non IV-D service	\$32,000.00	\$0.00	\$32,000.00	\$1,967.84	\$0.00	\$21,645.92	\$10,354.08	68%	\$30,318.61
4601	Sales	500.00	.00	500.00	7.50	.00	296.00	204.00	59	428.75
4601.012	Sales Copy machine use	\$500.00	\$0.00	\$500.00	\$7.50	\$0.00	\$296.00	\$204.00	59%	\$428.75
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	+++	112.00
4601 - Sales Totals										
4600 - Charges and fees Totals										
Division 001 - General Totals										
Department 017 - Child Support Totals										
REVENUE TOTALS										
EXPENSE										
Department 017 - Child Support										
Division 001 - General										
5100	Regular earnings	1,695,259.00	.00	1,695,259.00	119,550.45	.00	1,164,553.07	530,705.93	69	1,220,462.23
5100.998	Regular earnings Budget only	3,100.00	.00	3,100.00	.00	.00	.00	3,100.00	0	.00
5100 - Regular earnings Totals										
5102	Paid leave earnings	\$1,698,359.00	\$0.00	\$1,698,359.00	\$119,550.45	\$0.00	\$1,164,553.07	\$533,805.93	69%	\$1,220,462.23
5102.100	Paid leave earnings Vacation	.00	.00	.00	5,930.44	.00	75,508.10	(75,508.10)	+++	100,516.71
5102.200	Paid leave earnings Personal	.00	.00	.00	833.05	.00	16,445.86	(16,445.86)	+++	22,894.85
5102.300	Paid leave earnings Casual time used	.00	.00	.00	1,233.81	.00	11,735.43	(11,735.43)	+++	25,380.20
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	24,061.51	(24,061.51)	+++	43,692.25
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	87.45	.00	1,098.05	(1,098.05)	+++	5,697.69
5102.800	Paid leave earnings Disability	.00	.00	.00	.00	.00	8,390.41	(8,390.41)	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	+++	(844.77)
5102 - Paid leave earnings Totals										
5103	Premium	\$0.00	\$0.00	\$0.00	\$8,084.75	\$0.00	\$137,239.36	(\$137,239.36)	+++	\$197,336.93
5103.000	Premium Overtime	.00	.00	.00	53.66	.00	5,147.35	(5,147.35)	+++	1,520.54
5103.100	Premium Comp time payout	.00	.00	.00	.00	.00	.00	.00	+++	7.35

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BCCA Budget Performance Report-10/31/17

Fiscal Year to Date 10/31/17

Include Rollup Account and Rollup to Account

5103.110	Premium Casual time payout	.00	.00	.00	.00	1,466.38	(1,466.38)	+++	.00
	5103 - Premium Totals	\$0.00	\$0.00	\$53.66	\$0.00	\$6,613.73	(\$6,613.73)	+++	\$1,527.89
5109	Salaries reimbursement								
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	(8,390.41)	8,390.41	+++	(8,901.01)
	5109 - Salaries reimbursement Totals	\$0.00	\$0.00	\$0.00	\$0.00	(\$8,390.41)	\$8,390.41	+++	(\$8,901.01)
5110	Fringe benefits								
5110.100	Fringe benefits FICA	122,222.00	.00	9,263.24	.00	95,484.30	26,737.70	78	101,956.34
5110.110	Fringe benefits Unemployment compensation	3,315.00	.00	236.19	.00	2,427.43	887.57	73	3,278.13
5110.200	Fringe benefits Health Insurance	371,717.00	.00	30,009.14	.00	296,651.02	75,065.98	80	389,629.05
5110.210	Fringe benefits Dental Insurance	36,404.00	.00	2,699.36	.00	26,396.07	10,007.93	73	34,283.32
5110.220	Fringe benefits Life Insurance	1,350.00	.00	78.47	.00	651.12	698.88	48	1,018.53
5110.230	Fringe benefits LT disability Insurance	9,268.00	.00	452.68	.00	5,753.88	3,514.12	62	5,062.19
5110.235	Fringe benefits ST disability Insurance	11,257.00	.00	938.08	.00	9,380.80	1,876.20	83	10,912.00
5110.240	Fringe benefits Workers compensation Insurance	3,044.00	.00	254.00	.00	2,540.00	504.00	83	2,199.00
5110.300	Fringe benefits Retirement	115,279.00	.00	8,682.79	.00	87,770.55	27,508.45	76	92,635.92
	5110 - Fringe benefits Totals	\$673,856.00	\$0.00	\$52,613.95	\$0.00	\$527,055.17	\$146,800.83	78%	\$640,974.48
5198	Fringe benefits - Budget only	(2,024.00)	.00	.00	.00	.00	(2,024.00)	0	.00
5300	Supplies								
5300	Supplies	5,000.00	.00	.00	.00	1,740.37	3,259.63	35	5,078.97
5300.001	Supplies Office	16,000.00	.00	484.86	.00	13,183.02	2,816.98	82	13,303.86
5300.003	Supplies Technology	.00	.00	760.00	.00	760.00	(760.00)	+++	.00
5300.004	Supplies Postage	29,000.00	.00	29.00	.00	24,135.12	4,864.88	83	29,562.58
	5300 - Supplies Totals	\$50,000.00	\$0.00	\$1,273.86	\$0.00	\$39,818.51	\$10,181.49	80%	\$47,945.41
5305	Dues and memberships	2,270.00	.00	.00	.00	1,715.00	555.00	76	2,017.75
5306	Maintenance agreement								
5306.100	Maintenance agreement Software	2,997.00	.00	.00	.00	997.80	1,999.20	33	997.80
	5306 - Maintenance agreement Totals	\$2,997.00	\$0.00	\$0.00	\$0.00	\$997.80	\$1,999.20	33%	\$997.80
5307	Repairs and maintenance								
5307.100	Repairs and maintenance Equipment	920.00	.00	.00	.00	.00	920.00	0	920.00
	5307 - Repairs and maintenance Totals	\$920.00	\$0.00	\$0.00	\$0.00	\$0.00	\$920.00	0%	\$920.00
5330	Books, periodicals, subscription	800.00	.00	.00	.00	564.32	235.68	71	841.20
5340	Travel and training	8,500.00	.00	1,484.46	.00	8,933.84	(433.84)	105	6,754.75
5507	Other utilities	1,200.00	.00	.00	.00	.00	1,200.00	0	1,200.00
5600	Indirect cost	231,772.00	.00	19,314.00	.00	193,140.00	38,632.00	83	209,193.00
5601	Intra-county expense								
5601.100	Intra-county expense Technology services	149,235.00	.00	7,494.51	.00	123,451.71	25,783.29	83	139,037.65
5601.200	Intra-county expense Insurance	9,174.00	.00	765.00	.00	7,650.00	1,524.00	83	8,018.00
5601.300	Intra-county expense Other departmental	136,000.00	.00	10,165.75	.00	108,963.31	27,036.69	80	379,626.28
5601.400	Intra-county expense Copy center	650.00	.00	52.50	.00	662.86	(12.86)	102	435.94
5601.450	Intra-county expense Departmental copiers	3,713.00	.00	309.42	.00	3,094.20	618.80	83	3,713.00
5601.550	Intra-county expense Document center	3,975.00	.00	196.38	.00	2,241.93	1,733.07	56	2,742.40
	5601 - Intra-county expense Totals	\$302,747.00	\$0.00	\$18,983.56	\$0.00	\$246,064.01	\$56,682.99	81%	\$533,573.27
5700	Contracted services	71,858.00	41,500.00	9,606.78	16,379.86	73,041.52	23,936.62	79	97,214.89
5708	Professional services	300.00	.00	2.50	.00	54.50	245.50	18	.00
5710	Paper service - legal	30,000.00	.00	2,247.60	.00	25,947.38	4,052.62	86	21,817.78
5716	Legal services								



BCCA Budget Performance report-10/31/17

Fiscal Year to Date 10/31/17

Include Rollup Account and Rollup to Account

5716.100	Legal services Chargebacks	500.00	.00	500.00	.00	.00	.00	500.00	0	.00
	5716 - Legal services Totals	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%	\$0.00
5762	Med exams/autopsies/genetic test	21,000.00	.00	21,000.00	1,087.24	.00	14,583.23	6,416.77	69	16,466.25
5784	Interpreter services	2,000.00	.00	2,000.00	180.00	.00	2,468.50	(468.50)	123	2,850.00
9003	Transfer out	.00	.00	.00	.00	.00	.00	.00	+++	51,662.82
9003.100	Transfer out General Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$51,662.82
	9003 - Transfer out Totals	\$3,097,055.00	\$41,500.00	\$3,138,555.00	\$234,482.81	\$16,379.86	\$2,434,399.53	\$687,775.61	78%	\$3,044,855.44
	Division 001 - General Totals	\$3,097,055.00	\$41,500.00	\$3,138,555.00	\$234,482.81	\$16,379.86	\$2,434,399.53	\$687,775.61	78%	\$3,044,855.44
	Department 017 - Child Support Totals	\$3,097,055.00	\$41,500.00	\$3,138,555.00	\$234,482.81	\$16,379.86	\$2,434,399.53	\$687,775.61	78%	\$3,044,855.44
	EXPENSE TOTALS	\$3,097,055.00	\$41,500.00	\$3,138,555.00	\$234,482.81	\$16,379.86	\$2,434,399.53	\$687,775.61	78%	\$3,044,855.44
	Fund 210 - Child Support Totals	3,097,055.00	41,500.00	3,138,555.00	400,410.23	.00	2,613,353.25	525,201.75	83%	3,040,855.44
	REVENUE TOTALS	3,097,055.00	41,500.00	3,138,555.00	234,482.81	16,379.86	2,434,399.53	687,775.61	78%	3,044,855.44
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$165,927.42	(\$16,379.86)	\$178,953.72	(\$162,573.86)		(\$4,000.00)
	Fund 210 - Child Support Totals	3,097,055.00	41,500.00	3,138,555.00	400,410.23	.00	2,613,353.25	525,201.75	83%	3,040,855.44
	REVENUE TOTALS	3,097,055.00	41,500.00	3,138,555.00	234,482.81	16,379.86	2,434,399.53	687,775.61	78%	3,044,855.44
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$165,927.42	(\$16,379.86)	\$178,953.72	(\$162,573.86)		(\$4,000.00)
	Grand Totals	3,097,055.00	41,500.00	3,138,555.00	400,410.23	.00	2,613,353.25	525,201.75	83%	3,040,855.44
	REVENUE TOTALS	3,097,055.00	41,500.00	3,138,555.00	234,482.81	16,379.86	2,434,399.53	687,775.61	78%	3,044,855.44
	EXPENSE TOTALS	\$0.00	\$0.00	\$0.00	\$165,927.42	(\$16,379.86)	\$178,953.72	(\$162,573.86)		(\$4,000.00)

Departmental Openings Summary- November 2017

To: Administration Committee

From: Child Support Department

Position	Vacancy Date	Reason for Leaving	Fill or Hold	Unfilled Reason
Child Support Clerk	11/13/2017	internal promotion to enforcement	fill	recruiting-candidate declined for higher paying offer
Child Support Supervisor	12/4/2017	promotion to CSA Director-Shawano	fill	recruiting internally

Ex: Transfer, Wage, Working Conditions

Co-parenting Seminar



December 13th & 14th, 1-2:30pm

Brown County Central Library, meeting room 1 (lower level)

How do I deal with my child's other parent? What can I do to increase visitation with my children? Can I control how my child support payments are being spent? Does all this arguing affect my child? How do we effectively co-parent?

This free two part seminar will discuss these issues.

- How to develop co-parenting skills.
- What does parenting CPR mean?
- Family budgeting – what are my priorities?
- Parenting styles
- Building a stronger kid: character development
- Discussion of children's ages and stages
- Are you focused on the past or what lies ahead for your children?
- Planning your children's future

These 90 minute seminars will equip you with tools to effectively co-parent. The Brown County Child Support Agency supports relationships between children and their parents by offering supportive services under the Access and Visitation Federal Grant. Please call Terry Wolfgram, Family Advocate at Brown County Child Support for registration 920-448-7625.



Child Support Agency Director Summary

October/November 2017

Performance Measures Comparisons as of 10/31/17

Federal Performance Measures	Brown FFY 10/31/16	Brown YTD 10/31/17	YTD Improvement 2016 vs 2017	State Average	Brown vs. State
Court Order Rate	89.54%	91.43%	1.89%	86.97%	4.46%
Paternity Establish Rate	91.84%	93.44%	1.60%	90.26%	3.18%
Current Supp Collections	78.18%	77.57%	-.61%	75.21%	2.36%
Arrears Collection Rate	33.03%	32.21%	-.82%	35.54%	-3.33%

	Brown County 10/31/16	Brown County 10/31/17	Difference 2016 vs 2017	Statewide Total increase	Average caseload
Caseload size	14,450	14,371	-79	430	1000

Director Updates

Operations

On October 2nd, Brown County went live with efilg. Our internal workload has changed (increased) dramatically due to the shift in responsibility for the CSA to create cases in restricted CCAP and upload/route documents over to the Clerk of Courts. We continue to collaborate with the Clerk of Courts and FCC office on virtually a daily basis in order to navigate the new procedures of 'filing first' versus routing for signature & then filing. In an effort to keep lines of communication open, even within the CSA, we are meeting to share processes, best practices, developments and necessary changes. Understanding the workload and developing seamless internal procedure has been paramount to ensure that timelines are not missed and all interested parties are apprised of changes.

Our Workload Organization Workgroup (WOW) met to streamline our literature dispersed to new participants in the child support program. Previously, we were using multiple different versions of packets for various reasons. This was inefficient on many levels, but most importantly there wasn't clarity as to who received what and when. Staff are following the newly established format and putting packets together. The goal is to create a formal resource folder for reference by both CSA staff and participants alike.

As of November 21st, all 2017 evaluations are complete and submitted to HR. The process was informative and beneficial for both management and front line to staff and afforded the dedicated time to avail feedback, dialogue about questions & concerns and set goals/expectations for 2018.

As of October 1st, ELEVATE is in full swing! Recruitment efforts are resulting in numerous referrals. Our Employment Coordinator and CSA Case Manager are busy explaining the benefits of the program and

enrolling NCP's in the grant. On November 21st, we were given access to the software system (Virtual Case Manager of VCM). Efforts are underway to customize that system to ensure that data collection, monitoring and reporting mechanisms will provide DCF, BCS, our CSA/Brown County leadership and Forward Services Corp with the optimal data to determine relevant success. We are starting our classroom training/Job Club workshops immediately after the holidays and I am working with Marianne Rosen from DCF as she assumes the lead in planning the upcoming 5 County Demonstration Project.

Our Access & Visitation Coordinator has completed mediation training in Madison and has put that knowledge to good use already having conducted Brown County's first Co-Parenting Seminar on November 8th and 9th with 6 graduates receiving certificates. The next Co-Parenting Seminar will take place on December 13th and 14th at the Brown County Library (see flyer attached). January's sessions will be held in the evening to better accommodate first shift work schedules for interested parties.

I had the opportunity to present at two recent TRANs orientations on Monday November 13th and Wednesday November 15th at the Wisconsin Job Center. Most TRANs participants are involved in the child support program either as CP's or NCP's. Having the chance to address participants outside of the child support agency always proves to be informative and beneficial for all parties-the presentation has generated multiple calls and facilitated more open lines of communication which, in turn, allows us to meet our agency mission of education and outreach.

Staffing Updates

Shelby Ridderbush has moved from our Support Information Center to an Enforcement Specialist position as of November 13th. This is a wonderful promotional opportunity for Shelby and she has worked diligently in our call center to both understand and explain the complexities of the child support program. This background will serve her well in her new role and we're thrilled that she has chosen to remain on our team!

With that said, we bid farewell to **Nora Lara**. We're saddened to see her leave us after 6 months of temporary employment in the Support Information Center. Despite an offer of permanent employment on our team, she has accepted a similar position at a learning institution in the community with whom we simply couldn't compete in terms of salary (a more than \$3 increase over our starting rate). We wish Nora all the very best as she embarks upon her new endeavor. We are very grateful for her contributions, particularly during a time of coverage needs for us in our support services area.

Lastly, **Amy Vannieuwehoven** will leave her position as Child Support Supervisor on 12/1/17 to begin as the newly appointed Child Support Administrator in Shawano County. Amy has been with Brown County, and the CSA in particular, for over 20 years having served first as a temporary employee and then in various permanent roles such as Financial, Enforcement Specialist and most recently CS Supervisor. Amy was instrumental in the development and implementation as well as execution of SPSK as well as our Access and Visitation grant. We wish her well in her new position and look forward to working with her, just in a different way. We are currently recruiting to fill her position through an internal process as there is significant interest amongst present staff in the rare opportunity.



Budget by Account Classification Report

Through 09/30/17
Prior Fiscal Year Activity Included
Summary Listing

Fund 670 - BC Community Area Network										
Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/ Rec'd	Prior Year Total	
REVENUE										
Intergov Revenue	134,307.00	.00	134,307.00	.00	.00	14,435.81	119,871.19	11	45,409.59	
Public Charges	14,596.00	.00	14,596.00	.00	.00	11,013.58	3,582.42	75	50,989.79	
Other Financing Sources	251,710.00	.00	251,710.00	.00	.00	.00	251,710.00	0	.00	
REVENUE TOTALS	\$400,613.00	\$0.00	\$400,613.00	\$0.00	\$0.00	\$25,449.39	\$375,163.61	6%	\$96,399.38	
EXPENSE										
Operating Expenses	94,051.00	55,288.00	149,339.00	13,976.96	10,055.00	96,357.40	42,926.60	71	114,494.09	
Outlay	.00	.00	.00	.00	.00	.00	.00	+++	.00	
EXPENSE TOTALS	\$94,051.00	\$55,288.00	\$149,339.00	\$13,976.96	\$10,055.00	\$96,357.40	\$42,926.60	71%	\$114,494.09	
Fund 670 - BC Community Area Network Totals										
REVENUE TOTALS	400,613.00	.00	400,613.00	.00	.00	25,449.39	375,163.61	6%	96,399.38	
EXPENSE TOTALS	94,051.00	55,288.00	149,339.00	13,976.96	10,055.00	96,357.40	42,926.60	71%	114,494.09	
Fund 670 - BC Community Area Network Totals										
REVENUE	\$306,562.00	(\$55,288.00)	\$251,274.00	(\$13,976.96)	(\$10,055.00)	(\$70,908.01)	\$332,237.01		(\$18,094.71)	
Intergov Revenue	224,133.00	.00	224,133.00	11,230.87	.00	174,509.31	49,623.69	78	207,761.50	
Public Charges	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Miscellaneous Revenue	4,806,296.00	.00	4,806,296.00	244,708.27	.00	3,737,960.61	1,068,335.39	78	4,641,326.76	
Other Financing Sources	.00	.00	.00	.00	.00	.00	.00	+++	654,861.51	
REVENUE TOTALS	\$5,030,429.00	\$0.00	\$5,030,429.00	\$255,939.14	\$0.00	\$3,912,469.92	\$1,117,959.08	78%	\$5,503,949.77	
EXPENSE										
Personnel Costs	1,625,293.00	.00	1,625,293.00	111,384.98	.00	1,156,349.26	468,943.74	71	1,551,087.70	
Operating Expenses	3,644,800.00	40,673.00	3,685,473.00	152,155.16	104,163.43	3,109,856.68	471,452.89	87	3,621,893.86	
Outlay	.00	.00	.00	.00	.00	(2,035.00)	2,035.00	+++	388.80	
EXPENSE TOTALS	\$5,270,093.00	\$40,673.00	\$5,310,766.00	\$263,540.14	\$104,163.43	\$4,264,170.94	\$942,431.63	82%	\$5,173,370.36	
Fund 710 - Technology Services Totals										
REVENUE TOTALS	5,030,429.00	.00	5,030,429.00	255,939.14	.00	3,912,469.92	1,117,959.08	78%	5,503,949.77	
EXPENSE TOTALS	5,270,093.00	40,673.00	5,310,766.00	263,540.14	104,163.43	4,264,170.94	942,431.63	82%	5,173,370.36	
Fund 710 - Technology Services Totals										
REVENUE	(\$239,664.00)	(\$40,673.00)	(\$280,337.00)	(\$7,601.00)	(\$104,163.43)	(\$351,701.02)	\$175,527.45		\$330,579.41	

20



Through 09/30/17
Prior Fiscal Year Activity Included
Summary Listing

20



DoTS, Monthly Report, Nov 29, 2017

Covers Sept-Nov 2017 Technology Services Activity

Items of Note

1. LandNav tax/assessment system go-live delayed to 2018 due to data conversion issues. Backup plan to use iSeries system for tax bills, collections and parcel work under way.
2. On track for Securus Computer Aided Dispatch system

Staffing Report:

3. Internal candidate Tim Unertl selected for Enterprise Server position.
4. (1) Enterprise Systems Analyst II – recruitment in progress.
5. Beginning work on Class & Comp with HR
6. Beginning recruitment planning for new full time Cyber Security position.

Cyber Security Updates:

7. No breaches identified in the period. Averaging 450 new systems being blocked per week. Increases in direct phishing. Forced password reset in late Sept for all County user accounts.
8. Kaspersky anti-virus removed from servers, still working on clients. Moving to Symantec

Project/Activity Updates

9. Securus, LandNav and GIS upgrade work continues
10. Sheriff Squad Video system storage resolved (storage purchase approved – implementation pending)
11. Jail Work Release Camera Replacement Project. Intercom and camera work estimated complete by Feb 2018. Main Jail Camera replacement project starting.
12. Enterprise Backup Rollout 50% complete
13. Windows 10, Office 2016 and Server 2012/6 upgrades and rollout continue complete by end of 2019
14. Making progress on system prioritization framework (identifying acceptable and unacceptable risk/loss by service then by system). Year-long project, will not be completed till mid 2018 (est)
15. Kicking off product selection for internet service failover hardware.
16. Green Bay Area Public School District on BCCAN for fiber still pending eRate approval
17. Time keeping for Sheriff and Jail parallel testing
18. Good progress on advanced authentication and cloud authentication projects
19. 2019 budget kickoff for DoTS
20. SharePoint in the cloud initial testing with integrated login successful
21. District Attorney evidence management project: products still under review - no timeline set.

Unplanned:

- 22. Updates and repair for WiFi at Community Treatment Center affecting nurse call and phones still in progress
- 23. TS older storage system repair completed
- 24. Nursing home software prescription information backup (in case of system outage) completed
- 25. Change in county-wide banking services provider (applications and interfaces changes)
- 26. .5% sales tax increase (applications and process changes)
- 27. Removal of overtime rules (assisting HR)
- 28. Several Sheriff projects (facial recognition for courthouse, crime mapping, and fingerprint crossmatch)
- 29. Corporation Counsel case management system.

Completed:

- 30. Help Desk and related work order activity is up measurably
 - a. 663 Work orders closed in Sept. (in comparison we closed 619 in 2016)
 - b. 756 closed in October (in comparison we closed 628 in 2016)
- 31. 911 Project including recording system
- 32. TS1 Policy 1st Routing
- 33. PALS GIS Upgrade (Securus/911 part still in progress)
- 34. CTC Nurse Call System Project Officially completed
- 35. Email Archiving Project Completed- all users have personal archives that allow individual access

17-74

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

Transfer funds from Corporation Counsel to Human Services to cover the amount of Corporation Counsel staff time directly charged to Human Services for work done on termination of parental rights (TPR) and children in need of protective services (CHIPS). Human Services is able to recoup a portion of these chargebacks through state grants but the remainder of staff time is covered by Corporation Counsel levy so the funding needs to be transferred to Human Services to cover the additional cost.

Amount: \$82,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.016.001.9003	Transfer Out - Corp Counsel	82,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.016.001.5109.300	Salaries Reimburse IV-E - Corp Counsel	82,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.144.5601.300	Intra-County Expense Other Dept - Comm Programs	82,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	201.076.140.144.9002	Transfer In - Comm Programs	82,000

<p style="text-align: center; font-size: small;">Signature of Department Head</p> <p>Department: <u>Corp Counsel</u></p> <p>Date: <u>10/17/2017</u></p>	<p>AUTHORIZATIONS</p>	<p style="text-align: center; font-size: small;">Signature of DCA or Executive</p> <p>Date: <u>10/25/17</u></p>
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MW
10/17/17

17-70

BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- | | | |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm ³
2/3 County Board |
| <input type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

2017- Fund 130 -Employee Events – Cost of Sales Apparel is a new account category created in 2017 to account for paying our vendor for the Brown County Apparel items. Transfer of funds is needed to add funds to this account. The first apparel sale was expended in 2017, but the revenue received for this sale (\$800) was in December, 2016.

Also adjusting the budgeted amounts for supplies program to reflect current anticipated amounts. Use of Fund 130 fund balance of \$800 is being requested.

Amount: \$800

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	130.064.032.5000.600	Employee Events-Cost of Sales Apparel	\$3,600
<input type="checkbox"/>	<input checked="" type="checkbox"/>	130.064.032.5300.252	Employee Events- Supplies Program	\$2,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	130.064.032.4601	Employee Events- Sales	\$800
<input type="checkbox"/>	<input checked="" type="checkbox"/>	130.3300.200	Employee Events – Fund Balance	\$800

10/11/17
88

AUTHORIZATIONS


Signature of Department Head

Department: HR
Date: 10/16/17


Signature of BOA or Executive

Date: 10/25/17

**AN ORDINANCE TO AMEND SECTION 4.49 (ENTITLED 'EXTRA PAY')
OF CHAPTER 4 OF THE BROWN COUNTY CODE OF ORDINANCES**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 - Section 4.49 of Chapter 4 of the Brown County Code of Ordinances is hereby amended as follows:

4.49 EXTRA PAY.

(1) Shift Differentials. Regular part-time and full-time non-exempt employees in positions that are scheduled to work on multiple shifts will may receive additional pay for working 2nd or 3rd shifts in accordance with Human Resources approved Departmental policy. ~~Shift differentials for other departments depend on the job classification of the employee and will be paid in accordance with an approved County or policy.~~

(2) Stand-By Pay. Employees who are assigned stand-by duty may receive compensation for each week assigned to stand-by duty, in accordance with Human Resources approved Departmental policy upon approval of the Department Head. This will be the sole compensation for this stand-by duty, even when such duty would otherwise be out of the employee's usual schedule or classification.

(3) Compensation During Temporary Assignment. A temporary assignment is an assignment for a minimum of ninety (90) days or more, which requires approval by the Human Resources Manager Director and ~~notification to the County Executive.~~ The Human Resources Manager Director will ~~recommend~~ determine the appropriate rate of pay for the temporary assignment. A temporary assignment may not continue beyond six (6) months without approval from the Human Resources Manager Director.

(4) Increased Pay for Work of another Classification. ~~In certain cases an An~~ employee ~~is eligible to~~ may receive increased compensation while performing the work of another classification in accordance with Human Resources approved Departmental policy:

(a) Foreman or leader worker duties: If employees assume these duties and work at least one (1) full day at ~~that~~ foreman or lead worker level, then said employees may receive increased pay in accordance with Human Resources approved Departmental policy.

(b) Training Officer Pay: ~~Perform~~ Employees who conduct on the job training and evaluations of newly hired employees may receive increased pay in accordance with Human Resources approved Departmental policy. ~~(Telecommunicator and Correctional Officer)~~

(5) Incentive/Premium Pay. Employees may be eligible for additional compensation based on operational needs in accordance with Human Resources approved Departmental policy.

Section 2 - These Ordinance Amendments shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

ADMINISTRATION COMMITTEE

EXECUTIVE COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Human Resources

Reviewed, Edited and Approved by Corporation Counsel

Fiscal Impact: This ordinance does not require an appropriation from the General Fund. Incentive/Premium Pay may not exceed what is budgeted without further County Board approval.

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR NAMES	DIST. #	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



KATHRYN ROELLICH

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: November 21, 2017
REQUEST TO: Administration Committee; Executive Committee; and County Board
MEETING DATE: 11-29-2017; 12-04-2017; and 12-13-2017
REQUEST FROM: Kathryn Roellich (this form prepared by designee David Hemery)
 Human Resources Director

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: An Ordinance Amending Subsection 4.49 of Chapter 4 of the Brown County Code of Ordinances Entitled "Extra Pay"

ISSUE/BACKGROUND INFORMATION:

To provide Extra Pay for working less desirable shifts, for working stand-by, for working temporary assignments, for working in other position classifications, and to provide Incentive/Premium Pay in situations where operational needs necessitate it.

ACTION REQUESTED:

To amend the ordinance as requested.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☒ Yes ☐ No
 - a. If yes, what is the amount of the impact? To be determined_____
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? This will be paid from the 2% set-aside_____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

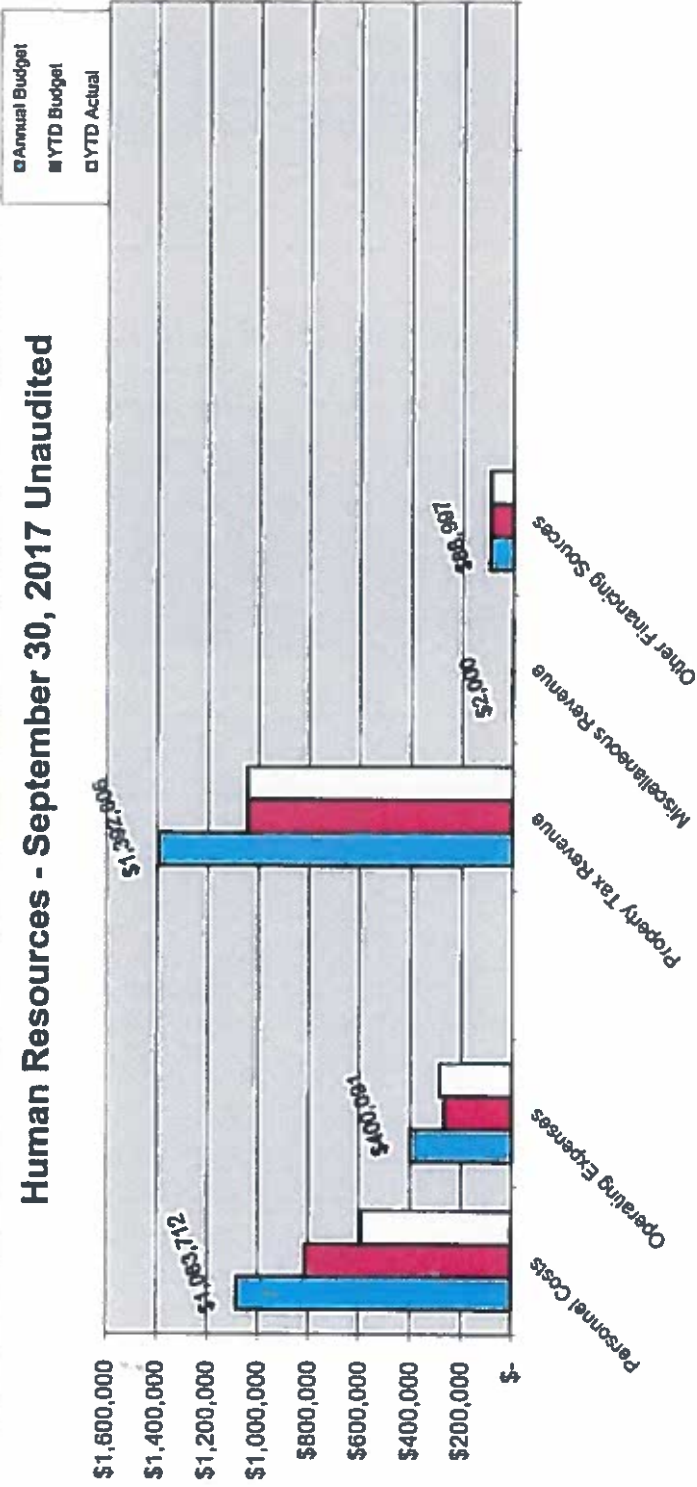
Brown County
Human Resources
Budget Status Report
09/30/2017 Unaudited

Personnel Costs	Annual Budget	YTD Budget	YTD Actual
Operating Expenses	\$ 1,083,712	\$ 812,784	\$ 589,248
Property Tax Revenue	\$ 400,091	\$ 266,727	\$ 284,939
Miscellaneous Revenue	\$ 1,392,806	\$ 1,044,605	\$ 1,044,605
Other Financing Sources	\$ 2,000	\$ 1,333	\$ 1,743
	\$ 88,997	\$ 88,997	\$ 88,997

Personnel Costs: Savings due to position vacancies.

Operating Expenses: Trending slightly higher due to audit adjustments.

Human Resources - September 30, 2017 Unaudited

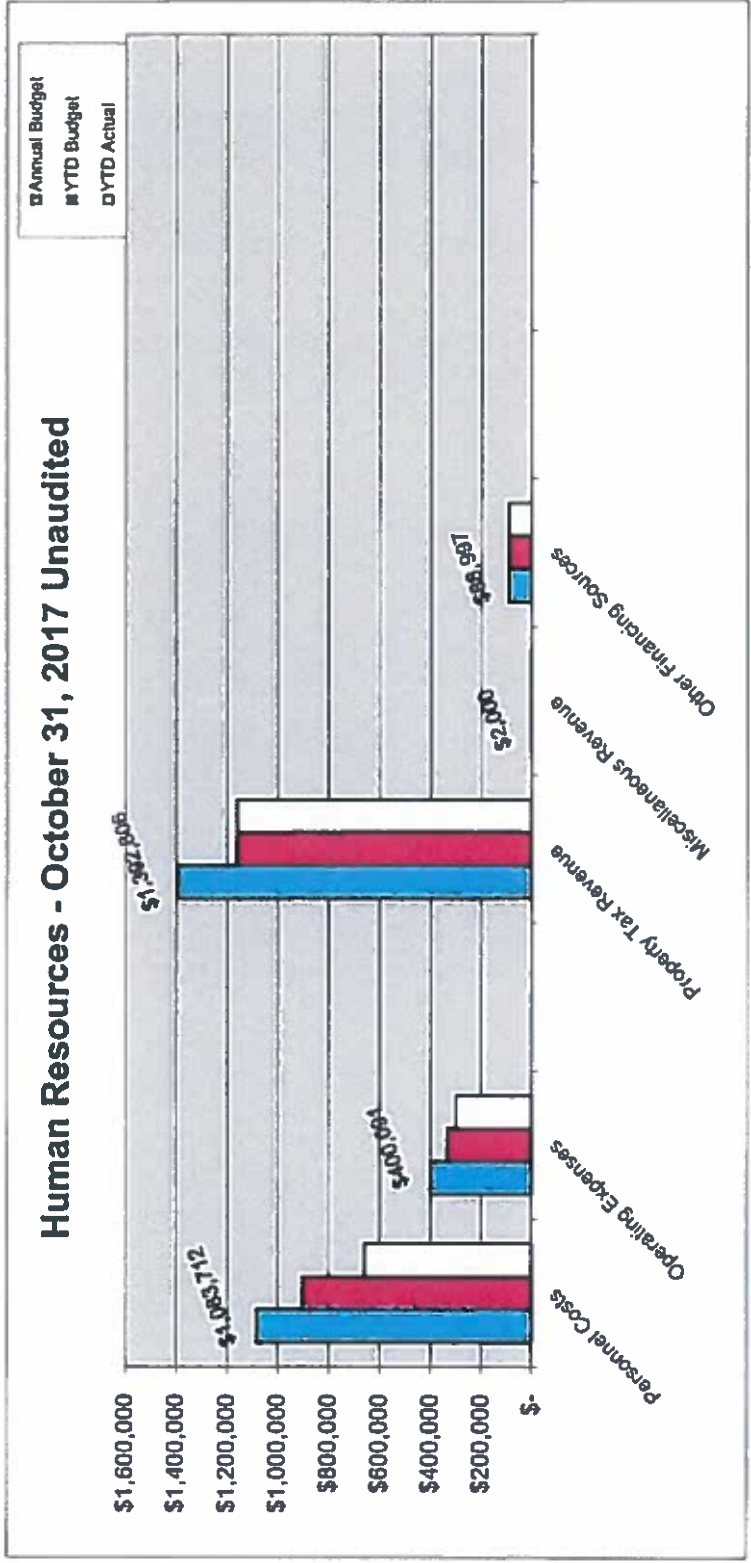


Brown County
Human Resources
Budget Status Report
10/31/2017 Unaudited

	Annual Budget	YTD Budget	YTD Actual
Personnel Costs	\$ 1,083,712	\$ 903,093	\$ 656,568
Operating Expenses	\$ 400,091	\$ 333,409	\$ 298,081
Property Tax Revenue	\$ 1,392,806	\$ 1,160,672	\$ 1,160,672
Miscellaneous Revenue	\$ 2,000	\$ 1,667	\$ 1,905
Other Financing Sources	\$ 88,997	\$ 88,997	\$ 88,997

Personnel Costs: Savings due to position vacancies.

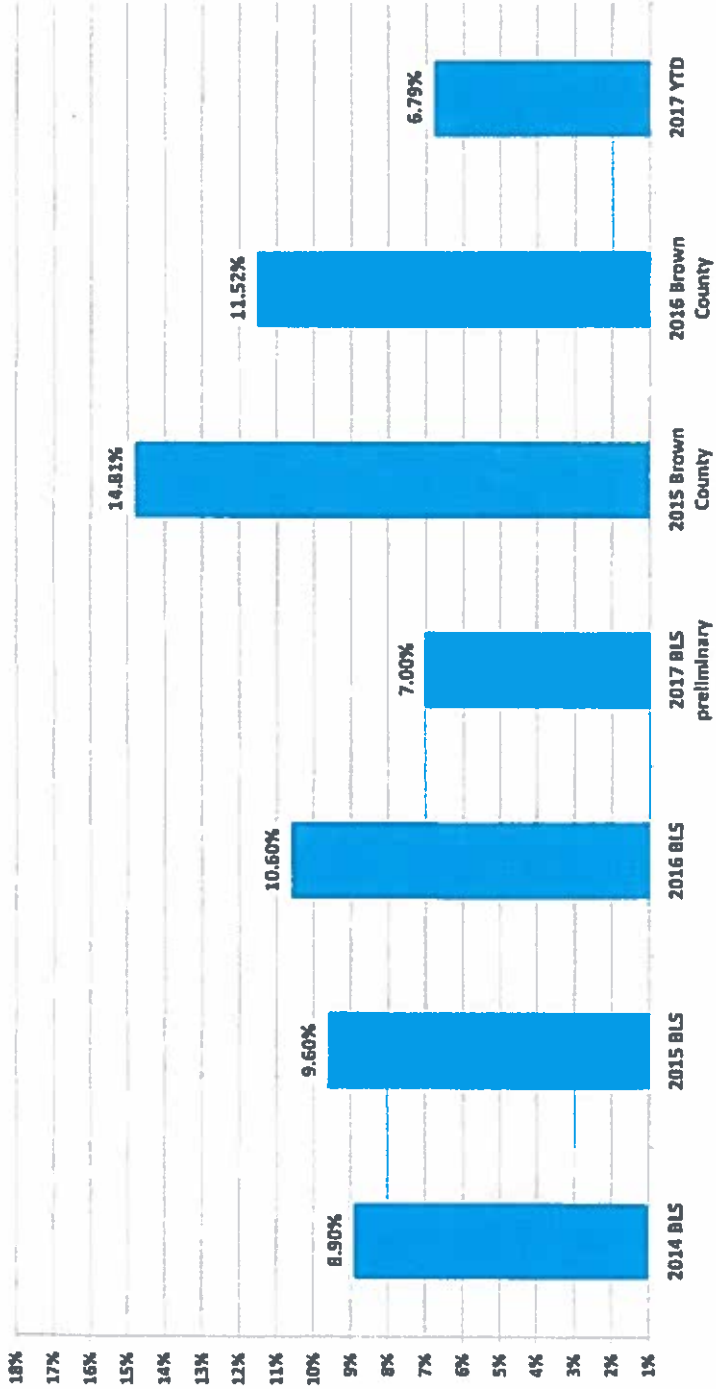
Operating Expenses: Within budgeted amount.



DEPARTMENT VACANCIES REPORT
AS OF NOVEMBER 14, 2017
(Position with A1 Approval to Fill)

Department	Position Title	# of Vacancies	FT, PT, On call
Administration	Senior Accountant - Budget Coordinator	1	FT
	Risk Manager	1	FT
Child Support	Child Support Clerk	1	FT
District Attorney	Special Prosecutor	1	FT
Human Resources	Human Resources Associate	1	FT
	Employee Relations Manager	1	FT
Human Services - Community Programs	AODA Counselor (Case Management)	1	FT
	Clinical Social Worker/LPC/Case Manager	1	FT
	Community Services Administrator	1	FT
	Economic Support Specialist	2	FT
	Lead Economic Support Worker	1	FT
	Social Worker/Case Manager	1	FT
	Social Worker/Case Manager: CPS	1	FT
	Youth Support Specialist	1	PT
Human Services - CTC	Certified Nursing Assistant: CNA	1	FT
	Certified Nursing Assistant: Part-time/On Call	3	PT, On Call
	Co-op Student/Student Intern - Dietary	1	PT
	Food Service Worker - On Call	2	2 On Call
	Food Service Worker - Part Time	1	2 PT
	Inpatient Clinical Social Worker - LTE	1	LTE
	Inpatient Social Worker - Part Time	1	PT
	Licensed Practical Nurse (LPN) Part-time/On Call	2	PT, On Call
	RN Charge Nurse - Part-time/On Call	1	PT
Library	Library Service Assistant	4	PT
Public Works - Facilities	Facility Worker	1	FT
Public Works - Highway	Highway Mechanic	1	FT
	Superintendent	1	FT
Sheriff	Correctional Officer	8	FT
	Patrol Officer	3	FT
Technology Services	Enterprise Systems Analyst II	1	FT
Treasurer	LTE - Tax Collection Help	3	LTE
TOTAL		50	

Brown County Turnover Report



YTD September
2017

Turnover % = the number
of people who left
voluntarily/ YTD avg # of
employees at month end.

Benchmark BLS - State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges
(resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths,
disability, etc.
* Bureau of Labor Statistics

Brown County

BROWN COUNTY TURNOVER REPORT

September-17

	HIRE	STATUS	POSITION	DEPT
1	9/11/17	On-Call	Cook	CTC
2	9/8/17	On-Call	Youth Support Specialist Public Health Preparedness	Human Services
3	9/18/17	FT	Communications Educator	HHS - Health
4	9/7/17	FT	Highway Crew	PW/Highway
5	9/11/17	FT	Social Worker/Case Manager	Human Services
6	9/11/17	FT	Social Worker/Case Manager	Human Services
7	9/9/17	LTE	Adventure Park Guide	NEW Zoo
8	9/18/17	FT	Clerk I Typist	Child Support
9	9/25/17	FT	Housekeeper/Groundskeeper	NEW Zoo
10	9/25/17	FT	Clerk/Typist II	Child Support
11	9/18/17	FT	Child Support Clerk	Child Support
12	9/21/17	PT .35FTE	Food Service Worker	CTC
13	9/22/17	LTE	Seasonal Park Worker	Parks
14	9/25/17	FT	Youth Support Specialist	Human Services

	TERM	STATUS	POSITION	DEPT
1	9/2/17	FT	Human Services Deputy Director	Health & Human Services
2	9/8/17	FT	AODA Counselor	Health & Human Services
3	9/5/17	FT	Highway Mechanic	PW/Highway
4	9/5/17	PT .5 FTE	Housekeeper	PW/Facilities
5	9/5/17	FT	RN-Charge Nurse	CTC
6	9/1/17	LTE	Co-op/Intern Student	CTC
7	9/8/17	FT	Correctional Officer	Sheriff
8	9/8/17	FT	Correctional Officer	Sheriff
9	9/8/17	PT .24FTE	Shelver	Library
10	9/22/17	PT .8FTE	Clerk/Typist II	Clerk of Courts
11	9/29/17	FT	Social Worker/Case Manager	Health & Human Services
12	9/14/17	FT	Telecommunication Operator	Public Safety Comm.
13	9/19/17	PT .35FTE	Food Service Worker	CTC
14	9/28/17	FT	Housekeeper Lead	PW/Facilities
15	9/28/17	FT	Economic Support Specialist	Health & Human Services
16	9/22/17	On-Call	Food Service Worker	CTC
17	9/27/17	FT	Telecommunication Operator	Public Safety Comm.
18	9/28/17	FT	Certified Nursing Assistant	CTC
19	9/28/17	On-Call	Certified Nursing Assistant	CTC
20	9/29/17	LTE	Administrative Secretary	PALS

COMMENTS:	TALLY:
Retirement	2
Personal Reasons	3
Other Job Offer	5
Not A Good Fit	2
None Given	7
End of Assignment	1

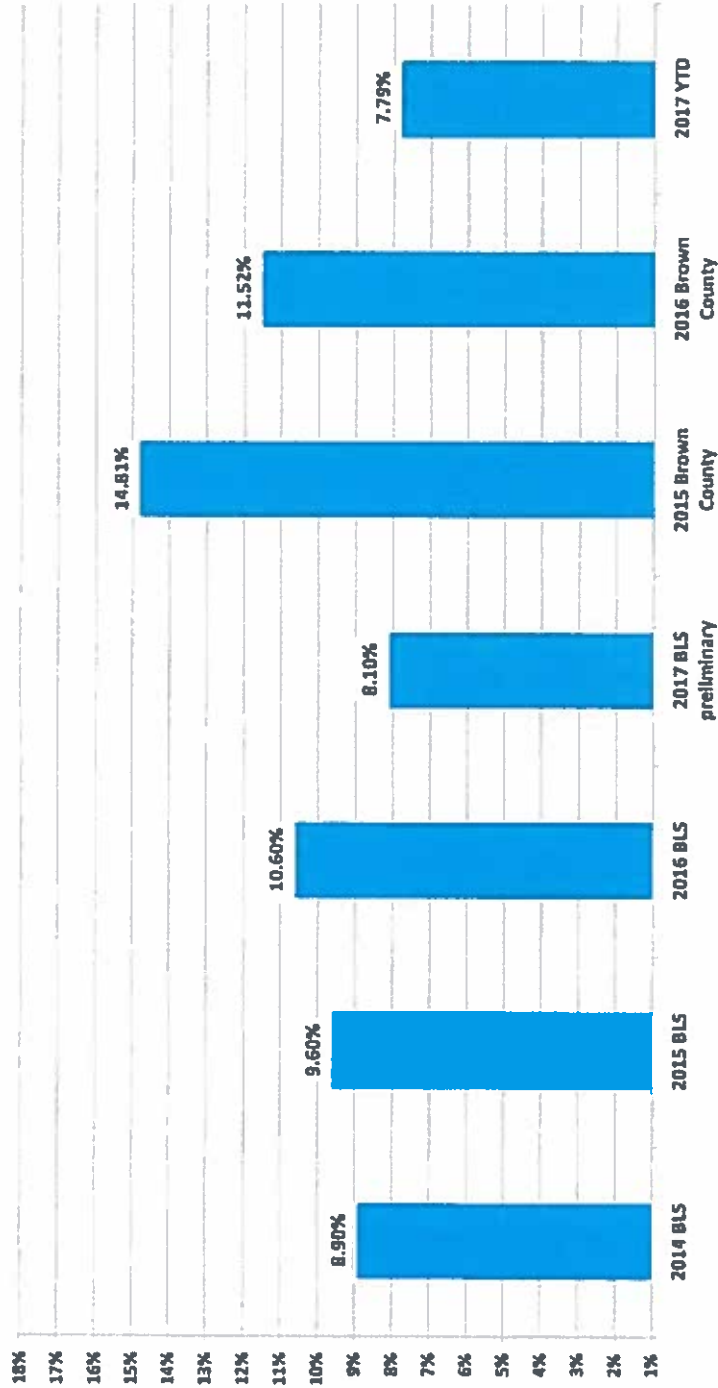
YTD Applications:	8205
YTD Requisitions:	310
Applications per Req. (2017):	28
Applications per Req. (2018):	32

	TRANS	STATUS	POSITION	DEPT		STATUS	POSITION	DEPT
1	9/5/17	FT	Paralegal	Corporation Counsel	FT	Judicial Assistant	Circuit Courts	
2	9/12/17	PT .2FTE	Youth Support Specialist	Shelter Care	On-Call	Youth Support Specialist	Shelter Care	
3	9/24/17	PT .2FTE	Certified Nursing Assistant	CTC	FT	Certified Nursing Assistant	CTC	
4	9/17/17	FT	Library Service Associate	Library	PT .75 FTE	Library Service Associate	Library	
5	9/24/17	On-Call	Certified Nursing Assistant	CTC	FT	Certified Nursing Assistant	CTC	
6	9/28/2017	On-Call	Social Worker/Case Manager	Human Services	FT	Social Worker/Case Manager	Human Services	

Brown County Turnover Report

YTD October 2017

Turnover % = the number of people who left voluntarily/ YTD avg # of employees at month end.



Brown County

Benchmark BLS - State and Local Government, Excluding Education
The quit counts include voluntary separations by employees except for retirements, layoffs, discharges (resulting from mergers, downsizing, or closings), transfers, short term/seasonal employees, deaths, disability, etc.
* Bureau of Labor Statistics

BROWN COUNTY TURNOVER REPORT

October-17

HIRE	STATUS	POSITION	DEPT
1	10/3/17	FT	ADDA Counselor
2	10/2/17	FT	Correctional Officer
3	10/2/17	FT	Correctional Officer
4	10/2/17	FT	Correctional Officer
5	10/9/17	FT	Public Health Educator
6	10/9/17	FT	Paralegal
7	10/9/17	FT	Highway Crew
8	10/9/17	LTE	Dietitian
9	10/10/17	PT .53FTE	Library Service Associate
10	10/16/17	FT	Social Worker/Case Manager
11	10/30/17	FT	Clerk II
12	10/09/17	LTE	Ballroom
13	10/11/17	PT .53FTE	Library Service Assistant
14	10/12/17	PT .53FTE	Library Service Assistant
15	10/13/17	LTE	Adventure Park Guide
16	10/13/17	PT .2FTE	Youth Support Specialist
17	10/19/17	On-Call	Certified Nursing Assistant
18	10/19/17	PT .5FTE	Cook
19	10/12/17	PT .53FTE	Library Service Assistant
20	10/30/17	FT	Telecommunication Operator
21	10/30/17	FT	Economic Support Specialist
22	10/30/17	FT	Economic Support Specialist
23	10/30/17	FT	Economic Support Specialist
24	10/23/17	LTE	Court Reporter
25	10/23/17	FT	Benefits Manager
26	10/30/17	FT	Economic Support Specialist
27	10/31/17	LTE	Seasonal Maintenance Worker
28	10/30/17	PT .53FTE	Library Service Assistant
29	10/30/17	PT .53FTE	Library Service Assistant
30	10/30/17	FT	Telecommunication Operator
31	10/26/17	LTE	Substitute Teacher
32	10/30/17	PT .8 FTE	Clerk/Typist II

TERM	STATUS	POSITION	DEPT
1	10/6/17	FT	Accountant
2	10/5/17	FT	Economic Support Supervisor
3	10/2/17	FT	Buildings & Grounds Maint. Worker
4	10/6/17	FT	Social Worker/Case Manager
5	10/10/17	PT .53FTE	Library Service Assistant
6	10/7/17	FT	Telecommunication Operator
7	10/31/17	PT .4 FTE	Clinical SW/Professional Counselor
8	10/3/17	FT	Social Worker/Case Manager
9	10/2/17	LTE	Concessionaire
10	10/19/17	FT	Housekeeper
11	10/1/17	LTE	Seasonal Employee
12	10/1/17	LTE	Seasonal Employee
13	10/1/17	LTE	Seasonal Employee
14	10/20/17	FT	Correctional Officer
15	10/20/17	FT	Correctional Officer
16	10/20/17	FT	ADDA Counselor
17	10/19/17	FT	RN - Charge Nurse
18	10/10/17	LTE	Concessionaire
19	10/1/17	PT .11FTE	Horticulture Grounds Supervisor
20	10/11/17	On-Call	Medicolegal Investigator
21	10/20/17	FT	Court Reporter
22	10/29/17	On-Call	Youth Support Specialist
23	10/10/17	On-Call	LPN
24	10/19/17	LTE	Clerk/Typist II
25	10/25/17	PT .2FTE	Clinical SW/Professional Counselor
26	10/19/17	FT	Sergeant 6/3
27	10/24/17	PT .53FTE	Library Service Assistant
28	10/18/17	PT .50FTE	Facility Worker
29	10/24/17	LTE	Summer Employee
30	10/17/17	On-Call	RN - Charge Nurse
31	10/27/17	LTE	Highway Maintenance Worker
32	10/31/17	LTE	Seasonal Park Worker
33	10/31/17	LTE	Seasonal Park Worker
34	10/31/17	LTE	Seasonal Park Worker
35	10/31/17	LTE	Seasonal Park Worker

COMMENTS	TALLY
Retirement	3
Personal Reasons	5
Other Job Offer	3
Not A Good Fit	
None Given	11
End of assignment	13

YTD Applications:	8902
YTD Requisitions:	331
Applications per Req. (2017):	27
Applications per Req. (2016):	32

TRANS	STATUS	POSITION	DEPT	STATUS	POSITION	DEPT
1	10/22/2017	On-Call	Certified Nursing Assistant	CTC	FT	Certified Nursing Assistant
2	10/22/2017	FT	Technical Services Associate	Library	PT .75 FTE	Technical Services Associate
3	10/17/2017	PT .5 FTE	Bookkeeper I	Administration	PT .50 FTE	Deputy County Clerk (Services)
4	10/4/2017	LTE	Social Worker/Case Manager	Human Services	FT	Social Worker/Case Manager
5	10/22/2017	FT	Comm. Treatment Program Worker	CTC	FT	ADDA Counselor
6	10/2/17	LTE	Seasonal Employee	Golf Course	LTE	Tax Collection Help
7	10/23/2017	FT	Economic Support Specialist	Human Services	FT	Economic Support Supervisor
8	10/28/2017	FT	LPN	CTC	On-Call	LPN
9	10/22/2017	On-Call	RN - Charge Nurse	CTC	PT .90 FTE	RN - Charge Nurse



1. REPORT PARAMETERS

- | | |
|--------|------------|
| Single | \$502.27 |
| Family | \$1,305.64 |

* Represents a weighted average of Actives and Retirees based on enrollment.

11. KEY INDICATORS

Total Plan Costs:
Projected Plan Costs:
Dollar Difference:
Funding Ratio:
YTD HRA Disbursements:

\$15,631,429
\$13,424,937
(\$2,206,492)
116%
\$664,502

Fixed Costs per Employee per Year:
Variable Costs per Employee per Year:
Total Costs per Employee per Year:
Total HRA Disbursements per Employee per Year:
Total Cost PCPY Including HRA Disbursements:



Dental Plan Performance Monitor Prepared for Brown County



I. REPORT PARAMETERS

A. Dental Administrator:

Delta Dental

Monthly Rates used for Calculating Dental Premiums:

Single \$39.68
Family \$111.61

II. PLAN EXPERIENCE

Month	COST ANALYSIS		TOTAL PLAN COSTS	ENROLLMENT		TOTAL CONTRACTS
	Administration	Paid Claims		Single Contracts	Family Contracts	
January 2017	\$4,172	\$86,363	\$90,535	307	836	1,143
February 2017	\$4,146	\$99,271	\$103,417	306	830	1,136
March 2017	\$4,165	\$128,169	\$132,334	310	831	1,141
April 2017	\$4,198	\$100,674	\$104,872	316	834	1,150
May 2017	\$4,176	\$112,540	\$116,716	318	826	1,144
June 2017	\$4,179	\$88,705	\$92,884	319	826	1,145
July 2017	\$4,161	\$81,386	\$85,547	319	821	1,140
August 2017	\$4,176	\$96,702	\$100,878	317	827	1,144
September 2017	\$4,150	\$72,658	\$76,808	320	817	1,137
October 2017	\$4,139	\$86,052	\$90,191	320	814	1,134
November 2017						
December 2017						
TOTALS	\$41,661	\$952,520	\$994,181	3,152	8,262	11,414

III. KEY INDICATORS

Average Single Enrollme 315
Average Family Enrollme 826
Average Total Enrollme 1,141

Total Plan Costs: \$994,181
Projected Plan Costs: \$1,047,193
Dollar Difference: \$53,012
Funding Ratio: 95%

Total Costs per Employee per Year: \$1,045

11/6/2017

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



Kathryn A. Roellich

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

DIRECTOR

MEMORANDUM

Date: November 21, 2017

To: Administration Committee:
Richard Schadewald, Chair, Administration
Mark Becker
John S. Vander Leest
Jamie Blom, Vice-Chair
James Kneiszel

Executive Committee
Tom Lund, Chair, Executive
Patrick Buckley
Erik Hoyer
Patrick Moynihan Jr., Vice-Chair
Bernie Erickson
John Van Dyck

From: Kathryn Roellich
HR Director

A handwritten signature in black ink, appearing to read "K. Roellich", written over the printed name and title.

Re: Human Resources Report – November/December, 2017

The following is a brief summary of activities occurring within the Brown County Human Resources Department.

- Staff Updates:
 - New Staff:
 - Jill Bomkamp, Benefits Manager
 - Rane Keomanyvong, Payroll Specialist
 - Denise Buhler, Payroll Specialist
 - Staff departures:
 - Timeka Olson, Benefits Specialist
 - Kayla Powers, HR Associate
- Training:
 - Respectful Workplace and Emotional Intelligence are being offered Monday, 12/4/17 (two sessions) and Monday, 12/11/17 (two sessions)
 - Leadership Development Training, which has been mandated for Department Heads, Managers and supervisory staff on 11/29 -11/30 or 12/14 – 12/15, including the following topic areas:
 - Supervisor Survivability
 - Supervisor Documentation
 - Hiring Basics
 - Respectful Workplace
- Benefit Programs:
 - Open enrollment was conducted November 15, 2017 through December 1, 2017.
- Classification & Compensation:
 - This process is moving forward with Payscale;
 - "Kick-off" call scheduled for the end of November, and
 - A meeting with Department Heads is planned for December.

Brown County
Budget Status Report -- Levy Funded Departments
As of October 31, 2017

Department	Total Tax Levy 2017	Amended Budget Surplus (Deficit)	Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated quarterly) (Last updated -- September 2017)
006 Board Office	575,188	0	0	24,369	24,369	Wages and benefits are 4% below budgeted amounts. Operational expenses are 4% above budgeted amounts, primarily due to 96% of annual audit expenses having been paid, whereas no purchases of iPads for Supervisors has occurred.
010 Circuit Courts	2,080,509	0	0	211,495	211,495	Revenues are 5% below budgeted amounts, primarily because court support payments from the State are only received every six months. Wages and benefits are 3% below budgeted amounts. Operating expenses are 1% above budgeted amounts, primarily due to doctor exams at 15% above budgeted amounts. Capital outlay for the year is 16% below budget amounts.
012 Clerk of Courts	718,148	0	0	179,174	179,174	Revenues in total are 3% below budgeted amounts. As with Circuit Courts, court support payments from the State are only received every six months. Public charges in total are 3% below budgeted amounts. Operational expenses are 17% below budgeted amounts, but this is skewed because attorney and Guardian ad Litem invoices are typically one month behind. (This monthly budgeted amount is about \$64,000.)
013 Public Safety	6,777,230	0	0	173,088	173,088	Wages and benefits are 4% below budgeted amounts. Operational expenses are 8% above budgeted amounts, primarily due to the majority of annual equipment maintenance contracts have been paid for the year.
014 Medical Examiner	476,487	0	0	451,926	451,926	Revenues: In total, revenues are 5% above budgeted amounts. Charges to other counties is 122% above budgeted amounts. Public charges are 13% below budget amounts. All budgeted transfers from the General Fund for the construction of a temporary morgue have occurred. Expenses: Wages and benefits are 19% above budgeted amounts. Operating expenses are 37% below budgeted amounts, primarily because Dane County has only invoiced us for Jan-Jun for professional services and Jan-Mar for travel and lodging. For capital outlay, only 1% of budgeted expenses have been paid.
016 Corporation Counsel	679,501	0	0	163,642	163,642	Revenues are 1% above budgeted amounts primarily because all carryover funds have been received. Wages and benefits are 16% below budgeted amounts, but there is a pending budget adjustment transferring \$82,000 to Community Programs. Operating expenses are 34% below budgeted amounts, primarily because of surplus of \$55,000 for legal services.

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Department	Total Tax Levy 2017	Amended Budget Surplus (Deficit)
019 County Clerk	276,210	0
024 District Attorney	1,398,455	0
029 Executive	354,138	0
032 Administration	1,217,618	0
048 Land Conservation	437,922	0
054 Facility Management	2,491,248	0
058 Museum	887,121	0
060 Health	2,064,114	0
062 Park	875,835	0

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated quarterly) (Last updated -- September 2017)
0	133,021	133,021	Revenues are 16% above budgeted amounts, primarily within election charges to municipalities and public charges for passport fees. Wages and benefits are 6% below budgeted amounts. Operating expenses are 6% below budgeted amounts, primarily within election related costs.
0	41,548	41,548	Revenues are 3% below budgeted amounts, primarily within federal grants. Wages and benefits are 1% below budgeted amounts. Operating expenses are 15% below budgeted amounts, primarily within contracted services and professional services.
0	16,196	16,196	Revenues in total are at budgeted amounts, although no donations have been received yet. Wages and benefits are 4% below budgeted amounts. Operating expenses are 1% over budgeted amounts.
0	337,060	337,060	Revenues in total are 1% below budgeted amounts. Wages and benefits are 16% below budgeted amounts primarily due to staff vacancies. Operating expenses are 50% below budgeted amounts, primarily within temporary project help and the contribution for the 10 gigabyte initiative.
0	98,664	98,664	Revenues are 6% below budgeted amounts, primarily within state/federal grants. Wages and benefits are 9% below budgeted amounts. Operating expenses are 3% over budgeted amounts, as the majority of contracted services for the year have occurred.
0	216,220	216,220	Revenues are 4% below budgeted amounts. All carryover revenue from the prior year has been recorded, but the transfers from the General Fund for Child Support interview rooms and Health Department move to Sophie Beaumont has not occurred yet. Wages and benefits are at budgeted amounts. Operating expenses are 15% below budgeted amounts, primarily within building repair and maintenance. Capital outlay is 12% below budgeted amounts.
0	15,704	15,704	Revenues in total are at budgeted amounts. Wages and benefits are 3% below budgeted amounts. Operating costs are 7% above budgeted amounts, primarily within security and professional services.
0	306,774	306,774	Revenues are 3% below budgeted amounts, primarily within state grants. Wages and benefits are 10% below budgeted amounts. Operating expenses are 10% below budgeted amounts, primarily within supplies and contracted services.
0	64,120	64,120	Revenues in total, revenues are 5% below budgeted amounts. Public charges are 19% above budgeted amounts, not taking into account these revenues are primarily seasonal. Donations and capital contributions are below budgeted amounts. Expenses Wages and benefits are 2% below budgeted amounts. Operating expenses are 3% below budgeted amounts. Capital outlay is 17% below budgeted amounts, which is offset by capital contribution revenues.

Department	Total Tax Levy 2017	Amended Budget Surplus (Deficit)
064 Human Resources	1,392,806	0
066 PALS	613,513	0
072 Register of Deeds	(777,187)	0
074 Sheriff	29,063,107	0
080 Treasurer	(1,355,522)	0
083 UW Extension	442,652	0
084 Veterans Service	340,995	0
Subtotal	51,030,088	0

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated quarterly) (Last updated – September 2017)
0	296,925	296,925	Revenues are 2% above budgeted amounts. Wages and benefits are 21% below budgeted amounts due to multiple staff vacancies. Operating expenses are 4% below budgeted amounts, but this includes two areas with major variances. Legal service chargebacks are 55% below budgeted amounts, whereas miscellaneous expense has a deficit of \$57,596 primarily due to the recent IRS audit.
0	132,175	132,175	In total, revenues are 2% above budgeted amounts. Wages and benefits are 4% below budgeted amounts. Operating expenses are 23% below budgeted amounts, primarily within contracted services and grant expenditures. All budgeted capital outlay for the year has occurred.
0	132,600	132,600	Revenues in total are 7% above budgeted amounts, primarily due to real estate transfer taxes. Wages and benefits are 6% below budgeted amounts. Operating expenses are 7% above budgeted amounts, primarily because all contracted services for the year have been paid for,
0	(241,980)	(241,980)	Revenues are 1% below budgeted amounts. Wages and benefits are 1% below budgeted amounts, but it should be noted that overtime wages is 25% over budgeted amounts. Operating expenses are 3% above budgeted amounts, primarily because boarding of prisoners is 103% above budgeted amounts. Capital outlay is 7% above budgeted amounts.
0	347,162	347,162	In total, revenues are 48% above budgeted amounts, but there are a number of material variances. Delinquent property tax interest is 7% below budget, whereas gain on sale of tax deeds is 678% above budgeted amounts. Wages and benefits are 4% below budgeted amounts. Operating expenses are 5% below budgeted amounts, primarily within tax deed expense.
0	34,567	34,567	Revenues are 4% below budgeted amounts, primarily within donations. Wages and benefits are 2% below budgeted amounts. Operating expenses are 11% under budgeted amounts. This primarily due to professional services for state employee wages/benefits, which is only billed twice a year.
0	23,042	23,042	Revenues are 3% over budgeted amounts, which includes all carryover revenue for the year in relation to veterans support services. Wages and benefits are 1% over budgeted amounts. Operating expenses are 15% below budgeted amounts, primarily due to veterans support services 54% below budgeted amounts.
0	3,157,495	3,157,495	

Department	Total Tax Levy 2017	Amended Budget Surplus (Deficit)
090 General Government	(9,114,515)	(2,343,321)
General Fund totals	41,915,573	(2,343,321)
105 Library	6,681,389	(119,611)
201 CP	15,543,199	(75,000)
210 Child Support	359,938	0
230 Syble Hopp School	2,802,612	(59,542)
240 County Roads and Bridges	141,000	(250,000)
300 Debt Services	14,086,908	(793,236)
412 Veteran's Memorial Comp Cap Fund	50,595	(603,753)
440 Highway Projects	1,367,053	1,546,196
447 2017 Highway Projects	0	0
630 CTC	3,001,525	(523,029)
Brown County totals	85,949,792	(3,221,296)
900 Aging Resource Center	712,180	0
Grand Totals	86,661,972	(3,221,296)

Pro-Rated Budget Surplus (Deficit)	Actual Activity Surplus (Deficit)	vs budget Variance Favorable (Unfavorable)	Comments (Updated quarterly) (Last updated -- September 2017)
(1,952,768)	(2,902,524)	(949,756)	Revenues: The majority of state shared revenues and exempt computer aid is received in November. The Oneida Tribe service agreement payment has been received. Miscellaneous revenues includes funds for an environmental impact fee that needs to be moved to another area. All carryover revenue from the prior year has been received. Expenses: Sheriff non-supervisory contract settlement wages has not been transferred to Sheriff yet. Additional wages held for other contract settlements, sick bank payout, and year-end casual payouts remain. Budgeted transfers for Library, Parks, and Facilities Maintenance have not occurred yet.
(1,952,768)	254,971	2,207,739	Revenues are 1% above budgeted amounts. Wages and benefits are 5% below budgeted amounts. Operating expenses are 2% above budgeted amounts. All budgeted capital outlay for the year has occurred.
(99,676)	217,959	317,635	Revenues are in total 1% below budgeted amounts. Wages and benefits are at budgeted amounts. Operating expenses are 2% above budgeted amounts.
(62,500)	(2,024,223)	(1,961,723)	Revenues are 4% below budgeted amounts, which is related to decreased expenses. Wages and benefits are 6% below budgeted amounts. Operating expenses are 1% below budgeted amounts, with no specific account with a material variance.
0	178,954	178,954	Syble Hopp is on a different fiscal year end (June 30th).
(49,618)	334,469	384,087	Revenues in total are 1% over budgeted amounts. Operating expenses are 5% below budgeted amounts, primarily within winter repairs and maintenance.
(208,333)	999,762	1,208,095	Construction outlay is 35% above budgeted amounts.
(661,030)	11,296,461	11,957,491	Scheduled principal and interest payments will occur in November.
(503,128)	253,395	756,523	This capital projects fund includes more items than just the tax levy item for 2017.
1,288,497	1,580,528	292,031	Revenues are 13% above budgeted amounts, primarily because all bond proceeds have been received. Construction expenses are 4% below budgeted amounts.
0	0	0	Levy transferred to Fund 440
(435,858)	(377,255)	58,603	Revenues are 1% above budgeted amounts. Wages and benefits are at budgeted amounts. Operating expenses, including depreciation, are at budgeted amounts.
(2,684,414)	12,715,020	15,399,434	ADRC ledger updated in New World only in June and December.
0	550,157	550,157	
(2,684,414)	13,265,177	15,949,591	

Brown County

Administration

Budget Status Report

For period ended 10/31/2017

Unaudited

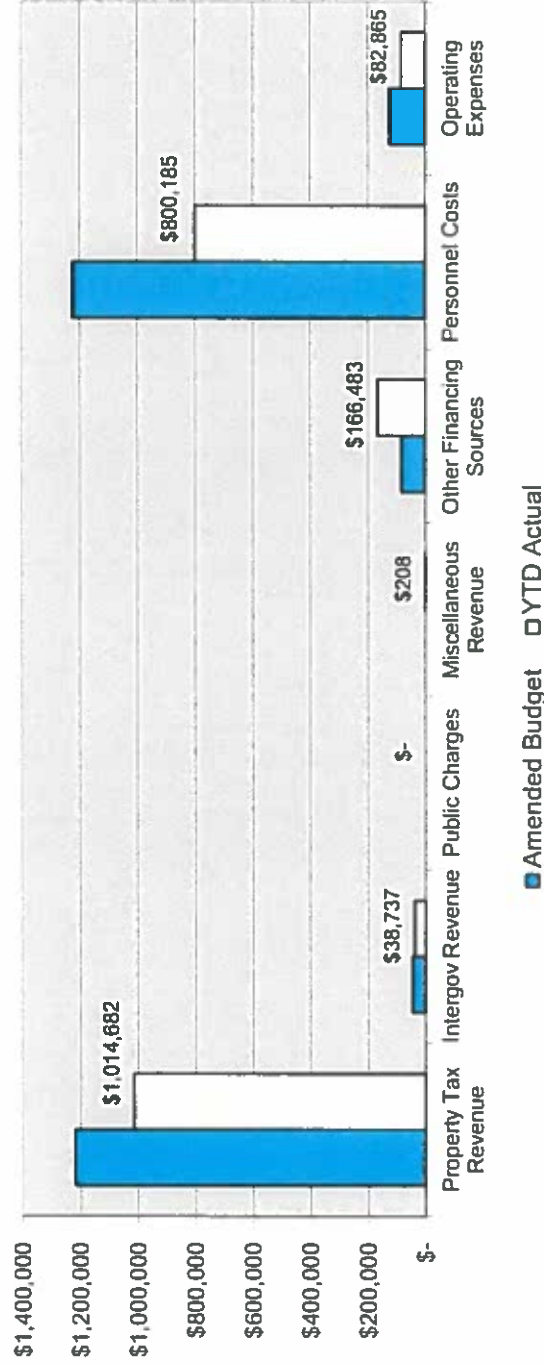
	Amended Budget	YTD Actual	% of Budget
Property Tax Revenue	\$ 1,217,618	\$ 1,014,682	83%
Intergov Revenue	\$ 47,466	\$ 38,737	82%
Public Charges	\$ -	\$ -	0%
Miscellaneous Revenue	\$ -	\$ 208	0%
Other Financing Sources	\$ 249,804	\$ 166,483	67%
Personnel Costs	\$ 1,223,484	\$ 800,185	65%
Operating Expenses	\$ 291,404	\$ 82,865	28%

HIGHLIGHTS:

Revenues: Other financing sources variance includes a reimbursement for project team personnel costs which is trending lower due to vacancy of project team members. This amount includes carryover from 2016.

Expenses: Personnel costs are trending lower due to vacancy of a project team member; one team member was on extended leave from January to April; and two additional vacancies occurred in May and were vacant through July, one of which is still vacant. One additional vacancy occurred in October. Operating Expenses include \$166,483 of carryover; travel and training are trending lower than last year, as are office supplies expenses.

Administration - October 31, 2017
Unaudited





Budget by Account Classification Report

Through 10/31/17

Unaudited

Prior Fiscal Year Activity Included - Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% Used/Rec'd	Prior Year YTD
Fund 100 - General Fund									
REVENUE									
Property Taxes	1,217,618.00	.00	1,217,618.00	101,468.17	.00	1,014,681.70	202,936.30	83	1,025,772.50
Other Taxes	47,466.00	.00	47,466.00	3,667.72	.00	38,737.32	8,728.68	82	.00
Grants	.00	.00	.00	.00	.00	.00	.00	+++	.00
Other Revenue	.00	.00	.00	.00	.00	207.86	(207.86)	+++	.00
Other Revenue	83,321.00	166,483.00	249,804.00	.00	.00	166,483.00	83,321.00	67	280,584.00
REVENUE TOTALS	\$1,348,405.00	\$166,483.00	\$1,514,888.00	\$105,135.89	\$0.00	\$1,220,109.88	\$294,778.12	81%	\$1,306,356.50
EXPENSE									
Salaries	1,223,484.00	.00	1,223,484.00	75,872.85	.00	800,184.78	423,299.22	65	849,865.00
Other Expenses	124,921.00	166,483.00	291,404.00	8,662.66	.00	82,864.90	208,539.10	28	214,194.70
EXPENSE TOTALS	\$1,348,405.00	\$166,483.00	\$1,514,888.00	\$84,535.51	\$0.00	\$883,049.68	\$631,838.32	58%	\$1,064,059.70
Fund 100 - General Fund Totals									
REVENUE TOTALS	1,348,405.00	166,483.00	1,514,888.00	105,135.89	.00	1,220,109.88	294,778.12	81%	1,306,356.50
EXPENSE TOTALS	1,348,405.00	166,483.00	1,514,888.00	84,535.51	.00	883,049.68	631,838.32	58%	1,064,059.70
Net Change	\$0.00	\$0.00	\$0.00	\$20,600.38	\$0.00	\$337,060.20	(\$337,060.20)		\$242,296.80

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2017 BUDGET ADJUSTMENT LOG

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
<u>17-67</u>	10/3	Sheriff	Resolution 11d dated 08-16-2017 was unanimously approved for the contract with the Brown County Sheriff's Department Non-Supervisory Employees 2017-2019. \$156,355 was budgeted for within General Revenues and \$51,471 was approved to be transferred from the General Fund. Amount: \$207,826	4	10/4	N	EMLD DEPT 10/4
<u>17-68</u>	10/6	District Attorney	Due to the IRS audit, we requested our contract attorney be added to our Table of Organization as a Special Prosecutor. The County Board approved the request on June 21 st , 2017. We indicated to the County Board that we would use funds currently in our budget to make this position whole. We would like to take \$7,567.00 from our Office Supplies to cover the difference from what the County currently provided for the Contract Attorney and what the cost is for the Special Prosecutor that is now in our Table of Organization as of July 2 nd 2017. Amount: \$7,567	1	N/A	N	EMLD DEPT 10/9
<u>17-69</u>	10/6	HHS	Budget adjustment is made following a recommendation by the ad hoc Mental Health Treatment Committee based on underutilization of specific services. Changes will address outreach efforts, expected utilization in the last quarter of the year, and additional purchased services. The changes in these funding levels offset each other, and there are no additional funds needed. Amount: \$340,000	5b	10/6	Y	HS 10/10 CB 10/18 Emld Dept 10/6
<u>17-70</u>	10/10	HR	Fund 130 -Employee Events - Initial apparel cost were higher than expected as well as apparel sales, which were not budgeted for in the 2017 budget. Also adjusting the budgeted amounts for supplies program to reflect current anticipated amounts. Use of Fund 130 fund balance of \$800 is being requested. Amount: \$800	8	10/25/17	Y	AD 11/29 CB 12/13 Emld dept 10/25
<u>17-71</u>	10/10	UW EXT	UW Extension received a donation from Celcom Green Gift of \$1,000 for installing water access at Church Road Garden. Amount: \$1,000	7	10/10/17	Y	PDT 10/16 CB 10/18 Emld Dept 10/10

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
<u>17-72</u>	10/13	NEW ZOO	The NEW Zoo received a grant from the Greater Green Bay Community Foundation to support the Zoo's masterplan development. Educational programming will incorporate STEM into hands on experience with short term and long term after school programming as well as Train the Teacher workshops. The award period is 9/15/17 – 9/14/18. Amount: \$1,200	7	10/25/17	Y	ED 11/30 CB 12/13 Emld Dept 10/25
<u>17-73</u>	10/16	ADMIN	The 2016 adopted budget included a transfer of \$25,000 from the General Fund to the Veterans Memorial Fund for an Arena study. With the adoption of the sales tax resolution in 2017, the study will not be performed. This budget adjustment returns the \$25,000 back to the General Fund. (Actual ledger entry = JE 2017-2790) Amount: \$25,000	6	11/2/17	Y	AD 11/29 CB 12/13 Emld dept 11/3/17
<u>17-74</u>	10/17	CORP COUNSEL	Transfer funds from Corporation Counsel to Human Services to cover the amount of Corporation Counsel staff time directly charged to Human Services for work done on termination of parental rights (TPR) and children in need of protective services (CHIPS). Human Services is able to recoup a portion of these chargebacks through state grants but the remainder of staff time is covered by Corporation Counsel levy so the funding needs to be transferred to Human Services to cover the additional cost. Amount: \$82,000	6	10/25/17	Y	AD 11/29 CB 12/13 Emld dept 10/25
<u>17-75</u>	10/17	COUNTY CLERK	County Clerk will need to purchase ballot shell stock for 2018 elections this year. Cost per unit price is reduced for large volume orders and shipping costs are less due to a single order. Shipments come from Birmingham and stock needs to be ordered and delivered in late 2017 for printing February's ballots in January 2018. Amount: \$22,000	7	10/25/17	Y	AD 11/29 CB 12/13 Emld dept 10/25
<u>17-76</u>	10/19	ADMIN	2017 – Current accounting standards require that gains from the sale or disposals of capital assets are reported separately from losses from sale or disposals. The budget adjustment reclassifies budgeted gains from an expense account to a revenue account. (Loss account budget appears as an increase because the current budget is a negative value.) Fiscal effect \$ 0	2	11/2/17	N	N/A

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
<u>17-77</u>	10/23	ADMIN	2017 – With the adoption of the 2014 budget under Resolution 13(2), the County Board designated \$250,000 in the General Fund to pay a portion of the \$1 million balloon payment to be made in 2021. Given that (a) four debt refinancing issues have occurred since then, (b) the resolution was not specific as to which debt issue in 2021 is involved, and (c) the scheduled debt payments between 2020 and 2021 actually decreases, the recommendation is to remove this fund balance designation and return the \$250,000 to the unassigned General Fund balance. Amount: \$250,000	9	11/2/17	Y	AD 11/29 CB 12/13 Emld dept 11/3/17
<u>17-78</u>	10/24	ADMIN	2017 – In anticipation of the State of Wisconsin adjusting shared revenues for personal property in the 2019 budget, new sub-accounts are being created for shared revenue as per the categories assigned by the State. Amount: \$0	2	11/2/17	N	N/A
<u>17-79</u>	10/25	HHIS	Program manager has requested funds that are being under-utilized are reallocated to areas where they will be utilized for the treatment courts. In addition, funds allocated to 201.076.170.177.7000.ACCR should have been allocated to 201.076.170.177.7000.COUN, this budget adjustment also corrects that error. Amount: \$25,214	1	11/2/17	N	N/A
<u>17-80</u>	10/30	ADMIN	This budget adjustment request is for the 2017 refunding of the 2008B Corporate Purpose Bonds issued 3/12/2008. This relates to resolution 10c dated 9/20/17. Amount: \$20,342,378	4	11/2/17	N	N/A
<u>17-81</u>	10/31	ADMIN	2017 – Under Resolution 10n dated 10-18-2017, the County Board authorized one-time supplemental compensation for IBEW Local 158 bargaining unit and Brown County Human Services Professional Employee Association. Funds were set aside with the adoption of the 2017 budget in case the union(s) decertified. Amount: \$64,505	4	11/2/17	N	N/A
<u>17-82</u>	10/31	ZOO	This budget adjustment request is for the 2017 refunding of the 2008B Corporate Purpose Bonds issued 3/12/2008. This relates to resolution 10c dated 9/20/17. Amount: \$2,176	4	11/2/17	N	N/A

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE
17-83	11/7	ADMIN	<p>This budget adjustment is related to the authorization of the execution of the 7/13/2017 Amended and Restated Cooperation Agreement and of the 7/13/2017 Second Amended and Restated Pledge and Security Agreement Room Tax documents. The County agreed to deposit \$500,000 into the KI Expansion Bonds Reserve Account prior to the issuance of the Ashwaubenon CDA Bonds (Brown County Expo Center Project). This reserve account will terminate on the date the KI Expansion Bonds are paid in full or legally defeased and the Trustee shall follow the direction of the County as to the disposition of any amount in such account on such date. The County will fund this amount upon deposit with General Fund fund balance. Refer to Resolution 9a dated 8/19/17.</p> <p style="text-align: right;">Amount: \$500,000</p>	4	11/8/17	N	N/A
17-85	11/13	PALS	<p>Brown County has received Community Development Block Grant (CDBG) Funds since 1985 to provide economic development loans to businesses that create employment opportunities for Low to Moderate Income individuals. Revenue from the repayment of these loans has been used to fund the Brown County Economic Development Revolving Loan Fund (ED-RLF) program. The ED-RLF program collects and records revenue for funds net of expenses for both the Economic Development and County RLF programs. During 2015-2017, the Wisconsin Department of Administration (WI DOA) was considering a cap increase for Brown County to expand the funds available for the ED-RLF program. Therefore, the program retained loan payments received above the cap as program revenue and transferred those funds into the restricted investment account. As of 2017, the investment fund has grown over \$2.4M. In August of 2017, the WI DOA determined that they would not increase the cap and requested the "above the cap funds" be returned. The process to pay those funds back will require the reversing of revenue in 2017. Therefore, a decrease to the County and State loan revenue accounts will be recorded. Total payment to WI DOA is \$1.4M and the fiscal effect calculated with current year activity is a decrease of \$1M</p> <p style="text-align: right;">Amount: \$(1,026,194)</p>	8	11/16	Y	<p>PDT 11/27 CB 12/13 Emld Dept 11/16</p>

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
17-86	11/14	ADMIN	2017 – The amended budget for 2017 includes \$138,000 for the construction of a morgue cooler for the Medical Examiner. A new general ledger account has been created for Capital Outlay – Buildings so that the capital outlay is correctly classified on Form A as provided to the Wisconsin Department of Revenue. Amount: \$0	2	N/A	N	N/A
17-87	11/15	CO CLERK	2017 – The Governmental Accounting Standards Board (GASB) has issued Statement No. 84 dealing with fiduciary activities. Currently, the Dog License fund is categorized as a fiduciary fund, but will not qualify as a fiduciary fund when the new accounting standard is implemented. As such, the activity for dog licenses should be accounted for as a Special Revenue Fund. Under the County's Fund Balance Policy, the creation of a Special Revenue Fund requires action by the County Board. Amount: \$0	7	11/16	Y	AD 11/29 CB 12/13 Emld Dept 11/16
17-88	11/15	LAND CON	*2017* Brown County received non-budgeted revenue of \$280,164 from the Wisconsin Department of Administration for an Environmental Impact Fee associated with the construction of the North Appleton-Morgan Transmission Line Project by American Transmission Company (ATC). The payment is pursuant to Wisconsin Statutes 16.969 (4) and directs that these funds are to be used for environmental programs. The requested Budget Adjustment is to enable \$100,000 of those funds to be used for the Land & Water Conservation Department's expansion of the Demonstration Farm Network to the east side of the County. The Department will not start using these funds received in 2017 until 2018, so the revenue will be included in the Demo Farm fund balance as of 12/31/17. Amount: \$100,000	7	11/16	Y	PDT 11/27 CB 12/13 Emld Dept 11/16

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NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXFC ACTION/ DATE	BOARD APPL. REQ'D?	BOARD ACTION/DATE
<u>17-89</u>	11/15	PARKS	<p>*2017* In 2017 Brown County received non-budgeted revenue of \$280,164 from the Wisconsin Department of Administration for an Environmental Impact Fee associated with the construction of the North Appleton-Morgan Transmission Line Project by American Transmission Company (ATC). The payment is pursuant to Wisconsin Statutes 16.969 (4) and directs that these funds are to be used for environmental programs. The requested Budget Adjustment is to enable \$172,500 of those funds to be used for the Parks Department's Pamperin Park and Reforestation Camp Pines roof replacements, Barkhausen storage building replacement, and the purchase of a forestry cutter machine. The Department most likely will not start using these funds received in 2017 until 2018 and it is expected these funds will be carried over to 2018.</p> <p style="text-align: right;">Amount: \$172,500</p>	8	11/16/17	Y	<p>ED 11/30 CB 12/13 Emld Dept 11/16</p>
<u>17-66</u>	9/11	UW Extension	<p>UW Extension received a \$5,000 donation from Alice in Dairyland to promote Agriculture Education. \$2,219 will be used in 2017 for purchasing video equipment and videography supplies. The balance of \$2,781 will be used for Ag Education in 2018.</p> <p style="text-align: right;">Amount: \$2,219</p>	7	9/14	Y	<p>PDT 9/25 CB 10/18 EMLD DEPT 9/15</p>

2018 BUDGET ADJUSTMENT LOG

<u>18-01</u>	11/1	SHERIFF	<p>This 2018 budget request is to increase federal grant revenue and related grant outlay expenses to participate in a Homeland Security WEM/Smart Ray Portable X-Ray System grant (2017-HSW-02A-10934) that provides funding for Brown County to purchase a portable bomb X-ray machine. This device will allow the team to rapidly deploy where imminent need is a must and the team can review suspected threat devices expediently. Fiscal Impact: \$80,000 – Increase revenue and offsetting increase expense.</p> <p style="text-align: right;">Amount: \$80,000</p>	7	11/7/17	Y	<p>PS 11/29 AD 11/29 CB 12/13 Emld dept 11/7/17</p>
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NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPL REQ'D?	BOARD ACTION/DATE
<u>18-03</u>	11/9	SHERIFF	This 2018 budget request is to increase federal grant revenue and related outlay expenses to participate in a Homeland Security ALERT Ballistic Shields grant (2017-HSW-02A-10960) that provides funding for Brown County to purchase ballistic shields for the SWAT team. This grant runs Nov. 1, 2017- Jan. 31, 2018. Amount: \$4,000	7	11/14	Y	PS 11/29 AD 11/29 CB 12/13 Emlid dept 11/15/17
<u>18-04</u>	11/9	SHERIFF	This 2018 budget request is to increase federal grant revenue and related outlay expenses to participate in a Homeland Security ALERT Tactical Audio Kit grant (2015-HSW-02A-10961) that provides funding for Brown County to purchase an audio system for the SWAT team. This grant runs Dec. 1, 2017- Jan. 31, 2018. Amount: \$3,344	7	11/14	Y	PS 11/29 AD 11/29 CB 12/13 Emlid dept 11/15/17
<u>18-05</u>	11/9	SHERIFF	This 2018 budget request is to increase federal grant revenue and related outlay expenses to participate in a Homeland Security ALERT Tactical Pole Camera grant (2017-HSW-02A-10962) that provides funding for Brown County to purchase a camera system for the SWAT team. This grant runs Nov. 2, 2017- Dec. 31, 2018. Amount: \$15,000	7	11/14	Y	PS 11/29 AD 11/29 CB 12/13 Emlid dept 11/15/17
<u>18-06</u>	11/15/17	Co Clerk	2018 – The Governmental Accounting Standards Board (GASB) has issued Statement No. 84 dealing with fiduciary activities. Currently, the Dog License fund is categorized as a fiduciary fund, but will not qualify as a fiduciary fund when the new accounting standard is implemented. As such, the activity for dog licenses should be accounted for as a Special Revenue Fund. Under the County's Fund Balance Policy, the creation of a Special Revenue Fund requires action by the County Board. Amount: \$0	7	11/16	Y	AD 11/29 CB 12/13 Emlid dept 11/16/17

NUMBER	DATE OF REQUEST	DEPT	DESCRIPTION	CAT	EXEC ACTION/ DATE	BOARD APPRL REQ'D?	BOARD ACTION/DATE
<u>18-07</u>	11/15/17	LAND CON	<p>*2018* In 2017 Brown County received non-budgeted revenue of \$280,164 from the Wisconsin Department of Administration for an Environmental Impact Fee associated with the construction of the North Appleton-Morgan Transmission Line Project by American Transmission Company (ATC). The payment is pursuant to Wisconsin Statutes 16.969 (4) and directs that these funds are to be used for environmental programs. The requested Budget Adjustment is to enable \$100,000 of those funds to be used for the Land & Water Conservation Department's expansion of the Demonstration Farm Network to the east side of the County. The Department will not start using the funds received in 2017 until 2018. The balance will be spent in 2019.</p> <p style="text-align: right;">Amount: \$58,000</p>	7	11/16	Y	<p>PDT 11/27</p> <p>CB 12/13</p> <p>Emlid dept 11/16/17</p>

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2017 PURCHASING PROJECT LISTING - CLOSED

*sold items are applicable to 5.0% sales & use tax

Project number	Origination Date	Published date	Department collecting responses	Department	Description	Purch Contact	RFB, RFP, RFQ, RFI & OTP	Awarded Vendor	Project Estimate or Contract Amount	Moved to Closed
1722	6/17/2013		Purchasing	PALS/Treasurer & ROD	Assessment & Taxation Software-Land Information System	DCD	RFP			
2093	8/12/2016		Purchasing	Human Resources	Executive Recruitment Services	DCD	RFP			
2096	8/30/2016	9/19/2016	Purchasing	Emergency Mgmt	Mass Notification System	DCD	RFQ	Code Red		1/11/2017
2081A	8/22/2016	9/1/2016	County Clerk	Public Works Facilities	Replace Water Heater at Jail	DCD	RFB	Hurckman	\$ 69,940	1/11/2017
2105	11/30/2016	12/1/2016		Parks	Fox River Trail Snow Removal	DCD	RFQ	Apple Valley		1/12/2017
2108	12/13/2016	12/19/2016		Port & Resource Recovery	UTV	DCD	RFQ	Team Motorsports	\$ 21,389	1/6/2017
2117	10/6/2016	10/10/2016		CTC	Courtyard Fencing at CTC	DCD	RFB	American Fence	\$ 10,444	1/18/2017
2115	10/5/2016	11/17/2016	County Clerk	TS	BCCAN Fort Howard Ave Relocation	DCD	RFB	Elexco	\$ 13,544	1/25/2017
2118	12/8/2016	12/21/2016	Purchasing	Library	Microfilm Readers	DCD	RFQ		Project canceled	
2113	9/23/2016	9/26/2016		PW Facilities	Auction of Dayton Floor Polisher	DCD	OTP		Item was not sold	
1730	7/16/2013	7/18/2013	Purchasing	Port & Resource Recovery	Lease of the MRF Building	DCD	OTL		Project closed	
2067	4/12/2016	4/21/2016	Purchasing	Human Resources	Employee Classification and Compensation Study	DCD	RFP		Project canceled	
2130	1/27/2017	2/2/2017	Purchasing	Airport	Forklift	DCD	RFQ	Fairchild	\$ 31,773	2/27/2017
1905	8/15/2014		Purchasing	Airport	Taxi Cab Revenue	DCD	RFQ			Airport will work individually with each car service
2129	1/19/2017	1/24/2017	Purchasing	PALS	Spring 2017 Aerial Orthophotos	DCD	RFQ	The Sanborn Map Co.	\$ 43,400	3/7/2017
2128	1/18/2017	1/20/2017	Purchasing	Golf Course	Compact Excavator for Golf Course	DCD	RFQ	Bobcat Plus	\$ 41,430	2/9/2017
2087	6/24/2016	9/1/2016	Purchasing	TS	Land Information/Tax Collection System Replacement	DCD	RFP		\$750K est	
2137	2/27/2017	3/6/2017	Purchasing	Sheriff/Jail	Commercial Wash Machine for Jail	DCD	RFQ		est \$70K per year	
2062	3/25/2016	3/1/2017	Purchasing	DA & Child Support	Process Server	DCD	RFP	WI Lock and Load		4/11/2017
2141	3/16/2017	3/23/2017	County Clerk	Port & Resource Recovery	Replace Concrete Tip Floor at Recycle Building	DCD	RFB		Project canceled	
2135	2/16/2017	3/2/2017	Purchasing	Library	Rental of Towels, Mops and Floor Mats	DCD	RFQ	Aramark	est \$5-6K per year	4/26/2017
2127	1/16/2017	2/14/2017	County Clerk	PW Facilities	Courthouse Dome Repair and Restoration	DCD	RFB	Structural Preservation Systems	\$ 1,651,140	4/26/2017
2138	3/3/2017	3/8/2017	Purchasing	Health & Human Services	Safe and Stable Housing Study	DCD	RFQ	UWGB	\$ 19,730	5/10/2017

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2136	2/20/2017	3/28/2017	Purchasing	PALS	Potential Redevelopment of Site Occupied by the Veterans Memorial Arena and Shopko Hall	DCD	RFI			
2142	3/17/2017	3/24/2017	Purchasing	Airport	Runway Closure Markers for Airport	DCD	RFQ	Hall-Brite	\$ 33,448	4/27/2017
2148	4/14/2017	4/17/2017	Purchasing	TS	Fiber Optic Cable Material	DCD	RFQ		Project canceled	
2146	4/6/2017	4/18/2017	County Clerk	Airport	Exterior Painting of Shop at Airport	DCD	RFB	Big 10 Painting	\$ 20,950	5/22/2017
2147	4/10/2017	4/19/2017	County Clerk	PW Facilities	Minor Remodel of Family Court Room	DCD	RFB		est \$15K	Project cancelled - bids exceeded budgeted dollars
2148A	5/3/2017	5/4/2017	Purchasing	TS	Fiber Optic Cable Material	DCD	RFQ	Crescent Electric	\$ 56,097	5/16/2017
2140	3/15/2017	3/21/2017	County Clerk	Airport	Demo of House and Detached Garage near Airport	DCD	RFB	Legacy Construction	\$ 18,500	5/30/2017
2120	1/12/2017	3/1/2017	Purchasing	Park Dept	Fairgrounds Master Plan	DCD	RFP	Rettiler Corporation	\$ 33,700	5/30/2017
2145	4/4/2017	4/13/2017	County Clerk	TS	2017 BCCAN West Side Expansion 1 Project	DCD	RFB	Holtger Bros.	\$ 159,606	5/30/2017
2150	5/1/2017	5/5/2017	Purchasing	Multiple	Items to be Auctioned for ADRC and Health & Human Services	DCD	OTP	Multiple Buyers		5/30/2017
2134	2/10/2017	3/28/2017	Purchasing	Airport	Airport Entrance Sign	DCD	RFP	Creative Sign Company	\$ 74,000	6/12/2017
2152	5/15/2017	5/16/2017	Purchasing	Park Dept	Bobcat Compact Track Loader	DCD	RFQ	Bobcat Plus	\$ 35,998	6/2/2017
2155	5/22/2017	5/22/2017	Purchasing	TS	Fiber Optic Cable Material		RFQ	Crescent Electric	\$ 9,484	6/13/2017
2154	5/16/2017	5/23/2017	County Clerk	TS	BCCAN 2017 UWGB Expansion Project	DCD	RFB	Holtger Bros.	\$ 9,888	6/20/2017
2161	6/13/2017	6/16/2017	Purchasing	PALS	Auction of Truck	DCD	OTP	Shaine Spielman	\$ 3,300	7/6/2017
2157	6/2/2017	6/5/2017	Health & Human Services	Health & Human Services	Drug Testing Needs for Health & Human Services	DCD	RFI			6/21/2017
2131	1/31/2017	4/25/2017	Purchasing	PW Facilities	Architectural/Engineering Services for New STEM Innovation Center	DCD	RFP	Somerville	\$ 498,500	8/1/2017
2153	5/16/2017	6/7/2017	County Clerk	Golf Course	Family Tees at Golf Course	DCD	RFB	Topp Shape Enterprises	\$ 132,115	8/1/2017
2141A	5/25/2017	6/1/2017		Port & Resource Recovery		DCD	RFB	Zeise	\$ 205,176	8/3/2017
2144	3/20/2017	3/28/2017	Purchasing	Document Center	Lease of Digital Color Press for Document Center	DCD	RFQ	MBM	\$1,634.97/month	7/31/2017
2163	6/19/2017	6/23/2017	Purchasing	Airport	Auction of Truck	DCD	OTP		\$ 2,555	7/13/2017
2166	6/28/2017	6/29/2017	Purchasing	TS	Auction of Van	DCD	OTP		\$ 2,035	7/19/2017

2017 PURCHASING PROJECT LISTING - CLOSED

*sold items are applicable to 5.0% sales & use tax

Project number	Origination Date	Published date	Department collecting responses	Department	Description	Purch Contact	RFB, RFP, RFQ, RFI & OTP	Awarded Vendor	Project Estimate or Contract Amount	Moved to Closed
2174	7/11/2017	7/13/2017	Purchasing	Airport	Ford F750 Cab & Chassis with Added Implements	DCD	RFQ	L&S Truck	\$ 129,565	7/28/2017
2168	7/10/2017	7/13/2017	County Clerk	Public Works Facilities	Jail Parking Lot Crack Filling, Asphalt Sealing and Striping	DCD	RFB	American Pavement	\$ 15,385	8/14/2017
2169	7/11/2017	7/20/2017	County Clerk	Airport	Airport Pay Parking Lot Asphalt Repairs & Concrete Replacement	DCD	RFB	American Pavement	\$ 18,295	8/14/2017
2158	6/12/2017	6/20/2017	County Clerk	ADRC	Parking Lot at ADRC	DCD	RFB	Northeast Asphalt	\$ 42,505	8/17/2017
2132	1/31/2017	3/22/2017	Purchasing	PW Facilities	Architectural/Engineering Services for Public Works Facility Management	DCD	RFP			
2149	4/20/2017	4/26/2017	Purchasing	Port & Resource Recovery	Office Cleaning Services for Port & Resource Recovery	DCD	RFQ	Advanced Maintenance Solutions	\$3,000/year	8/10/2017
2151	5/1/2017		Purchasing	ADRC	Nutritional Services for ADRC	DCD	RFP	Aramark		
2164	6/22/2017	7/7/2017	Purchasing	Administration	NEWEYE Sponsorships	DCD	RFI			8/31/2017
2165	6/27/2017	6/28/2017	Purchasing	Library	East Branch Library Building	DCD	RFI			8/31/2017
2171	7/11/2017	7/20/2017	County Clerk	Land & Water Conservation	Watermolen Northern Pike Spawning Marsh	DCD	RFB			
2172	7/11/2017	7/20/2017	County Clerk	Land & Water Conservation	DeKeyser Wetland Scrape	DCD	RFB			
2173	7/11/2017	7/20/2017	County Clerk	Land & Water Conservation	Bethal Park Wetland Scrape	DCD	RFB			
2177	8/9/2017		Purchasing	Parks	Disposal of Surplus Equipment & Trucks	MJE	OTP			9/12/2017
2175	7/25/2017	8/16/2017	County Clerk	Airport	Demo of Old Weather Service Building Located Near Airport	DCD	RFB	Badgerland Demolition	\$ 10,500	9/20/2017
2178	8/9/2017	8/16/2017	County Clerk	Airport	Guardrails for Rental Lot at Airport	DCD	RFB	Fortress Fence	\$ 19,950	9/13/2017
2162	6/15/2017	8/1/2017		Port & Resource Recovery	Leachate Hauling Services at West Landfill	DCD	RFQ	AAA Sanitation	\$0.0172/gal	9/19/2017
2139	3/14/2017	4/26/2017	Purchasing	Human Resources	Health Benefits Consultant	DCD	RFP			9/18/2017
2176	7/31/2017	8/16/2017	County Clerk	TS	BCCAN 2017 East Side Expansion	DCD	RFB	Holger Bros.	\$ 503,346	9/28/2017
2182	8/30/2017	9/5/2017	County Clerk	Parks	Barrier Gate for Fonferek Park	DCD	RFB	Fortress Fence	\$ 10,375	9/28/2017
2181	8/23/2017	8/24/2017	Purchasing	TS	Materials for BCCAN 2017 East Side Expansion	DCD	RFQ	Crescent Electric	\$ 92,095	9/18/2017
2159	6/13/2017	7/26/2017	Purchasing	County Board	Auditing Services	DCD	RFP	Schenck	5 yrs - \$412,000.00	10/12/2017
2170	7/11/2017	7/18/2017	County Clerk	Port & Resource Recovery	South Landfill Concrete Manure Pit Abandonment and Building Demo	DCD	RFB	Contracts issued to Express Excavating & Go Green Recycling	\$ 36,500	10/5/2017

2017 PURCHASING PROJECT LISTING - CLOSED										
*sold items are applicable to 5.0% sales & use tax										
Project number	Origination Date	Published date	Department collecting responses	Department	Description	Purch Contact	RFB, RFP, RFQ, RFI & OTP	Awarded Vendor	Project Estimate or Contract Amount	Moved to Closed
2133	1/31/2017	3/27/2017	Purchasing	Port & Resource Recovery	Transportation and Final Disposal of Hazardous Waste	DCD	RFP	Tradebe		10/19/2017
2160	6/13/2017	6/19/2017	Purchasing	Port & Resource Recovery	Recycle/Disposal of Bulbs	DCD	RFQ	Lamp Recyclers		10/31/2017
2179	8/10/2017	8/22/2017	County Clerk	Public Works Facilities	Replace Suspended Ceiling in Kitchen Area of Jail	DCD	RFB	H.J. Martin	\$ 36,418	10/27/2017
2180	8/14/2017		Purchasing	Parks	Disposal of Surplus Winter Related Equipment	MJE	OTP			
2183	9/12/2017		Purchasing	Sheriff	Disposal of Vehicles for Sheriff	MJE	OTP			
2184	9/13/2017		Purchasing	Sheriff	Disposal of Starboard Side Boat Motor	MJE	OTP		\$ 4,000	
2185	9/14/2017	9/19/2017	County Clerk	Parks	Mountain Bay & Fox River State Trail Resurfacing	DCD	RFB	DeGroot	\$ 42,750	10/27/2017
2186	10/3/2017		Purchasing	Port & Resource Recovery	Disposal of Truck for Port & Resource Recovery	MJE	OTP			

17-73

BUDGET ADJUSTMENT REQUEST

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

2017 – The 2016 adopted budget included a transfer of \$25,000 from the General Fund to the Veterans Memorial Fund for an Arena study. With the adoption of the sales tax resolution in 2017, the study will not be performed. This budget adjustment returns the \$25,000 back to the General Fund. (Actual ledger entry = JE 2017-2790)

Fiscal effect \$25,000

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	412.062.9003	Transfer Out	25,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9002	Transfer In	25,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

WY

AUTHORIZATIONS

<div style="text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> Signature of Department Head </div> <div> Department: <u>DOA</u> Date: <u>10-25-2017</u> </div>	<div style="text-align: center;"> <hr style="border: 0; border-top: 1px solid black;"/> Signature of DOA or Executive </div> <div> Date: <u>10/2/17</u> </div>
--	--

BUDGET ADJUSTMENT REQUEST

Category


Approval Level

- | | | |
|---------------------------------------|---|---|
| <input type="checkbox"/> 1 | Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 | Reallocation due to a technical correction that could include: <ul style="list-style-type: none">• Reallocation to another account strictly for tracking or accounting purposes• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) | Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) | Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 | Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 9 | Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

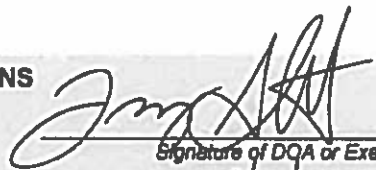
Justification for Budget Change:

2017 – With the adoption of the 2014 budget under Resolution 13(2), the County Board designated \$250,000 in the General Fund to pay a portion of the \$1 million balloon payment to be made in 2021. Given that (a) four debt refinancing issues have occurred since then, (b) the resolution was not specific as to which debt issue in 2021 is involved, and (c) the scheduled debt payments between 2020 and 2021 actually decreases, the recommendation is to remove this fund balance designation and return the \$250,000 to the unassigned General Fund fund balance. Fiscal effect \$250,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.3000	Unassigned fund balance	250,000
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.3300.600	Assigned fund balance—Debt service	250,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			



Signature of Department Head
Department: Administration
Date: 10-23-2017

AUTHORIZATIONS


Signature of DQA or Executive
Date: 11/2/17

**AN ORDINANCE TO AMEND SECTION 2.06 OF CHAPTER 2
OF THE BROWN COUNTY CODE OF ORDINANCES ENTITLED
"ADMINISTRATION COMMITTEE"**

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

Section 1 – Section 2.06 of Chapter 2 of the Brown County Code of Ordinances is hereby amended as follows:

2.06 ADMINISTRATION COMMITTEE. The Committee shall have the duty and responsibility to:

- (1) Act as the policy oversight committee for the following departments:

County Clerk
Corporation Counsel
County Treasurer
~~Information Technology Services~~
~~Department of Administration~~
Human Resources
Child Support

- (2) Act as the policy oversight committee for the Housing Authority.

~~(3) Approve or deny all requests for transfers in accordance with Section 65.90(5)(b), Wis. Stats. and transfers from the Contingent Fund when these transfers affect the policy oversight jurisdictional areas of this committee.~~

~~(3)(4)~~ Review policy matters relating to banks, bonds, the collection of delinquent taxes and the acquisition and sale of tax deeded properties and to make reports to the County Board.

~~(4)(5)~~ Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption.

~~(6) Collect, collate and disseminate information from all standing committees during their annual budget review process, with the help of the Finance Department.~~

~~(5) (7)~~ Prior to November 1 of the year preceding a year in which an election for the position of county executive is to be conducted, consider and make recommendations to the full Board on a compensation package for that office.

~~(6) (8)~~ Prior to November 1 of off numbered years, consider and make recommendations to the full Board on a compensation package for the County Board Supervisors to be elected at the succeeding spring election.

~~(7) (9)~~ Consider and make recommendations to the County Board on matters relating to County finances including resolutions for fund transfers, contracts, and land acquisition and real estate transactions which are not otherwise committed to a different standing committee.

~~(10) Engage the services of architects or engineers for making surveys and estimates of proposed work as directed by the County Board. It is the intent of this provision that, within funds budgeted to the County Board, the Committee can order architect and/or~~

~~engineer services for advice prior to the time it must authorize funding for capital improvements so that the Committee and County Board can inform itself about these proposed projects.~~

~~(8)~~ ~~(11)~~ To act as a finance committee and exercise the following responsibilities as such:

(a) Committee of jurisdiction for any matters relating to finances, taxes, insurance, tax titles, licenses, claims, bonds and any other related items that have not been assigned to another committee or designee.

(b) Review the annual executive budget with regard to the areas of policy oversight assigned to this committee and make recommendations to the County Board at the annual meeting for the Board's consideration and adoption. After adoption of the annual budget, the Committee shall have authority to make budgetary alterations as permitted by Section 65.90 (5)(b), Wis. Stats., provided they do not exceed 10% of the overall budget for that department.

(c) Recommend to the County Board all requests for transfers of funds from the General Fund or Contingency Fund.

(d) Approve all insurance policies including health, dental, life, worker's compensation, fire and liability.

(e) Examine all invoices filed against the County by each department responsible to the Administration Committee and other invoices not examined by any other committee, board or commission and report to the County Board at each meeting.

(f) Examine all claims filed against the County except dog damage claims and recommend their allowance or disallowance that have not been assigned to another committee or designee.

~~(g) Shall give prior approval on all grants pursuant to Section 3.12 of the Brown County Code.~~

~~(g)~~ ~~(h)~~ Approve all requests for transfer of monies from the Contingent Fund.

~~(i) Recommend to the County Board all requests for establishing petty cash funds~~

(h) Approve all requests for transfer of monies from the General Fund.

Section 2 – This ordinance shall become effective upon passage and publication.

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

COUNTY EXECUTIVE (Date)

COUNTY CLERK (Date)

COUNTY BOARD CHAIR (Date)

Authored by: Department of Administration

Final Draft Approved by Corporation Counsel

Fiscal Impact: *This ordinance does not require an appropriation from the General Fund.*

BOARD OF SUPERVISORS ROLL CALL # _____

Motion made by Supervisor _____

Seconded by Supervisor _____

SUPERVISOR NAMES	DIST.	AYES	NAYS	ABSTAIN
SIEBER	1			
DE WANE	2			
NICHOLSON	3			
HOYER	4			
GRUSZYNSKI	5			
LEFEBVRE	6			
ERICKSON	7			
ZIMA	8			
EVANS	9			
VANDER LEESE	10			
BUCKLEY	11			
LANDWEHR	12			
DANTINNE, JR	13			

SUPERVISOR	DIST.	AYES	NAYS	ABSTAIN
BRUSKY	14			
BALLARD	15			
KASTER	16			
VAN DYCK	17			
LINSEN	18			
KNEISZEL	19			
CLANCY	20			
CAMPBELL	21			
MOYNIHAN, JR	22			
BLOM	23			
SCHADEWALD	24			
LUND	25			
BECKER	26			

Total Votes Cast _____

Motion: Adopted _____ Defeated _____ Tabled _____

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: November 3, 2017
REQUEST TO: Administration
MEETING DATE: November 29, 2017
REQUEST FROM: Chad Weininger
Director of Administration

REQUEST TYPE: ☐ New resolution ☐ Revision to resolution
☐ New ordinance ☒ Revision to ordinance

TITLE: AN ORDINANCE TO AMEND SECTION 2.06 OF CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES ENTITLED "ADMINISTRATION COMMITTEE"

ISSUE/BACKGROUND INFORMATION:

Clarification of Administration Committee's role as defined in Chapter 2 of the Brown County Code of Ordinances.

ACTION REQUESTED:

To approve the changes described in the Resolution, as previously discussed at the July 12, 2017 Administration Committee meeting.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☐ Yes ☐ No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

DEPARTMENT OF ADMINISTRATION

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

November 21, 2017

Committee Date:
November 29, 2017

TO: Administration Committee

FROM: Chad Weininger
Director of Administration

SUBJECT: November Director's Report

I. Risk & Purchasing Department

Claims Year End Review (1-11/2017): Four (4) claims for medical attention at the Jail, One (1) Patrol Officer hit person on a bike, One (1) Public Works mower flung rock through window of a house, Three (3) obstructions falling off back of County vehicle damaging another vehicle, One (1) fall at the Airport on escalator, One (1) a road sign fell and damaged vehicle, One (1) slipped and fell at the Library, One (1) vehicle accident in Milwaukee, one vehicle had municipal license plate as Public Works vehicles, but didn't match Brown County Plates, Two (2) vehicles were damaged with ice and snow from plowing, One (1) County vehicle rear-ended another vehicle, One (1) vehicle damage from pothole

Incidents Year End Review (1-11/2017): Twelve (12) falls, one at the courthouse, one at ADRC, one at the Zoo and three at the Library. Four (4) falls at the Airport, 2 at CTC, One (1) thrown object at the Library – visitor threw a rock at another visitor in the eye, Two (2) visitors that needed medical attention at the NEW Zoo, Confrontation of two (2) individuals outside the Library, one had gashes on his face from ice being thrown, One (1) burnt his hand at ADRC, One (1) airline employee got dirt in his eye, One (1) Electric shock from bathroom light at the Library, One (1) volunteer at ADRC dropped cake on his foot, One (1) CTC Client stabbed another client with a pen, but no skin was broke, One (1) Highway truck was rear-ended causing \$1,010.00 damage, One (1) squad hit a deer causing \$3700.70 damage, One (1) visiting child at the Library had her hand bitten by "the paws for tales dog", but didn't break skin, (1) Child pinched his finger in the rotating part of the telescope at the NEW Zoo, One (1) squad damage while implementing a DUI suspect resulting in \$667 damages, One (1) confrontation outside the Library between two individuals, one had a gash from ice thrown, One (1) burnt hand from spilled coffee at ADRC.

Purchasing: Purchasing published/completed 4 OTP (Offer to Purchase, Auctioned items), 7 RFB, 3 RFP and 3 RFQ in September and October. (See 2017 Purchasing Projects List.)

Grievances: One outstanding grievance.

II. Finance Department

2017 Budget: Working on year end reconciliations and having preliminary meeting with Auditors to discuss December filed work. Developing list of unclaimed funds for publication in February 2018. Recording of debt refinance and County Treasure to ensure funds are distributed appropriately. Preliminary work on 1099 Issuance.

2018 Budget: Working on finalizing 2018 Budget for publication, and making necessary adjustments for wage and benefits. Working on municipality apportionment sheets. Preliminary work on transferring from Chase Bank to Associated, and changing P-Card vendor from Chase to U.S. Bank.

2019 Budget: Reviewing Potential Energy Financing Projects and reviewing Fleet management possibilities. Permits forecast update, and Budget Status Report (Attached).

Sales Tax: (Handout)

III. 3GI & NewEye Update

General update

IV. Tax Increment Finance District

Update City of Green Bay

Update Town of Lawrence

IV. New World ERP (Logos)/Kronos Projects Update

The Kronos Project Team is working with the Sheriff's Office on the implementation of Kronos Timekeeper. The following divisions are currently performing parallels: Support Services, Jail Division (remaining employees), Investigative, and DTF. Support Services and the remaining employees in the Jail Division have a targeted go-live date of 12/3/17. Training for the Patrol Division Captain and Lieutenants is scheduled for the last week of November. The Patrol Captain and Lieutenants will then train the Patrol Officers. Parallel testing will then start as soon as all Patrol Division employees are trained. We will be upgrading the New World ERP System for the year-end processing (W-2's and 1099's) as soon as the upgrade is available.

If you have any questions, please feel free to contact me at 920-448-4035.

cc: Troy Streckenbach – County Executive



Treasurer's Budget Performance Report

Date Range 01/01/17 - 09/30/17

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
REVENUE								
100 - General Fund								
000 - General								
001 - General								
4100	General property taxes	(1,355,522.00)	.00	(1,355,522.00)	(112,960.17)	.00	(1,016,641.53)	75
4108	Interest on taxes	850,000.00	.00	850,000.00	77,708.64	.00	580,997.36	68
4109	Penalties on taxes	300,000.00	.00	300,000.00	35,728.78	.00	198,281.65	66
4110	Penalties on special assessments	45,000.00	.00	45,000.00	4,423.81	.00	34,097.98	76
4490	Ag use conversion	60,000.00	.00	60,000.00	.00	.00	65,025.79	108
4600	Charges and fees							
4600.890	Charges and fees Tax deed	.00	75,000.00	75,000.00	5,625.00	.00	28,548.82	38
4600.999	Charges and fees Bad debts	37,500.00	(75,000.00)	(37,500.00)	.00	.00	.00	0
4600 - Charges and fees Totals								
		\$37,500.00	\$0.00	\$37,500.00	\$5,625.00	\$0.00	\$28,548.82	76%
4900	Miscellaneous	1,000.00	.00	1,000.00	1,213.70	.00	3,942.34	394
4905	Interest	688,000.00	.00	688,000.00	164,888.35	.00	636,812.42	93
4907	Unrealized Gain or Loss - Interest	.00	.00	.00	53,337.21	.00	60,406.40	+++
4960	Gain or Loss on Sale - Tax Deeds	30,000.00	.00	30,000.00	.00	.00	210,889.59	703
4990	Cash Over/Short	.00	.00	.00	1.21	.00	10.93	+++
9002	Transfer in							
9002.400	Transfer in Wages	.00	.00	.00	5,800.53	.00	5,800.53	+++
9002 - Transfer in Totals								
		\$0.00	\$0.00	\$0.00	\$5,800.53	\$0.00	\$5,800.53	+++
REVENUE TOTALS								
		\$655,978.00	\$0.00	\$655,978.00	\$235,767.06	\$0.00	\$808,172.28	123%
		\$655,978.00	\$0.00	\$655,978.00	\$235,767.06	\$0.00	\$808,172.28	123%
		\$655,978.00	\$0.00	\$655,978.00	\$235,767.06	\$0.00	\$808,172.28	123%
EXPENSE								
100 - General Fund								
000 - General								
001 - General								
5100	Regular earnings							
5100	Regular earnings	262,684.00	.00	262,684.00	17,865.44	.00	177,950.41	68
5100.998	Regular earnings Budget only	5,276.00	.00	5,276.00	.00	.00	.00	0

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Treasurer's Budget Performance Report

Date Range 01/01/17 - 09/30/17

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Rec'd
5100 - Regular earnings Totals		\$267,960.00	\$0.00	\$267,960.00	\$17,865.44	\$0.00	\$177,950.41	66%
5102	Paid leave earnings							
5102.100	Paid leave earnings Vacation	.00	.00	.00	299.82	.00	7,705.10	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	351.16	.00	1,418.12	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	.00	.00	214.04	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	675.42	.00	2,699.00	+++
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	214.04	+++
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$1,326.40	\$0.00	\$12,250.30	+++
5103	Premium							
5103.000	Premium Overtime	2,702.00	.00	2,702.00	.00	.00	169.93	6
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$169.93	6%
5110	Fringe benefits							
5110.100	Fringe benefits FICA	19,135.00	.00	19,135.00	1,411.31	.00	13,870.72	72
5110.110	Fringe benefits Unemployment compensation	519.00	.00	519.00	35.99	.00	352.00	68
5110.200	Fringe benefits Health insurance	46,441.00	.00	46,441.00	1,961.36	.00	33,343.12	72
5110.210	Fringe benefits Dental Insurance	4,318.00	.00	4,318.00	173.21	.00	2,944.57	68
5110.220	Fringe benefits Life Insurance	336.00	.00	336.00	.00	.00	150.56	45
5110.230	Fringe benefits LT disability insurance	1,302.00	.00	1,302.00	82.07	.00	853.78	66
5110.235	Fringe benefits ST disability insurance	2,041.00	.00	2,041.00	170.08	.00	1,530.72	75
5110.240	Fringe benefits Workers compensation insurance	474.00	.00	474.00	40.00	.00	360.00	76
5110.300	Fringe benefits Retirement	16,976.00	.00	16,976.00	1,305.05	.00	12,596.10	74
5110 - Fringe benefits Totals		\$91,542.00	\$0.00	\$91,542.00	\$5,179.07	\$0.00	\$66,001.57	72%
5198	Fringe benefits - Budget only	395.00	.00	395.00	.00	.00	.00	0
5300	Supplies							
5300	Supplies	1,974.00	.00	1,974.00	(110.99)	.00	91.61	5
5300.001	Supplies Office	6,982.00	.00	6,982.00	663.33	.00	3,779.73	54
5300.004	Supplies Postage	49,000.00	.00	49,000.00	1,394.11	.00	25,450.99	52
5300 - Supplies Totals		\$57,956.00	\$0.00	\$57,956.00	\$1,946.45	\$0.00	\$29,322.33	51%
5304	Printing							
5304.100	Printing Forms	12,985.00	.00	12,985.00	.00	.00	3,128.00	24



Treasurer's Budget Performance Report

Date Range 01/01/17 - 09/30/17

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/Ret'd
5304 - Printing								
5305	Dues and memberships	\$12,985.00	\$0.00	\$12,985.00	\$0.00	\$0.00	\$3,128.00	24%
5307		125.00	.00	125.00	.00	.00	100.00	80
5307.100	Repairs and maintenance	1,200.00	.00	1,200.00	.00	.00	.00	0
5310	Repairs and maintenance Equipment	\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	0%
5310	Advertising and public notice	2,500.00	.00	2,500.00	.00	.00	6,036.60	241
5330	Books, periodicals, subscription	300.00	.00	300.00	.00	.00	22.00	7
5340	Travel and training	1,400.00	.00	1,400.00	94.84	.00	670.90	48
5390	Miscellaneous	1,000.00	.00	1,000.00	100.00	.00	963.88	96
5392	Service fees	60,000.00	.00	60,000.00	7,674.49	.00	59,796.06	100
5410	Insurance	693.00	.00	693.00	.00	.00	650.00	94
5410.400	Insurance Bond	\$693.00	\$0.00	\$693.00	\$0.00	\$0.00	\$650.00	94%
5410 - Insurance Totals								
5601	Intra-county expense	39,504.00	.00	39,504.00	1,998.15	.00	30,699.52	78
5601.100	Intra-county expense Technology services	1,751.00	.00	1,751.00	146.00	.00	1,314.00	75
5601.200	Intra-county expense Insurance	300.00	.00	300.00	.00	.00	120.00	40
5601.300	Intra-county expense Other departmental	1,000.00	.00	1,000.00	.00	.00	.00	0
5601.350	Intra-county expense Highway	1,000.00	.00	1,000.00	.00	.00	271.26	27
5601.400	Intra-county expense Copy center	399.00	.00	399.00	33.25	.00	299.25	75
5601.450	Intra-county expense Departmental copiers	9,832.00	.00	9,832.00	441.84	.00	5,066.83	52
5601.550	Intra-county expense Document center	\$53,786.00	\$0.00	\$53,786.00	\$2,619.24	\$0.00	\$37,770.86	70%
5700	Contracted services	42,384.00	.00	42,384.00	2,791.00	8,079.00	31,321.00	93
5810	Tax deed	50,000.00	.00	50,000.00	9,906.09	.00	22,480.56	45
5815	Tax refund	7,000.00	.00	7,000.00	.00	.00	5,553.41	79
5815.100	Tax refund Personal property	2,050.00	.00	2,050.00	.00	.00	.00	0
5815.110	Tax refund Real estate property	\$9,050.00	\$0.00	\$9,050.00	\$0.00	\$0.00	\$5,553.41	61%
5815 - Tax refund Totals								
5815 - General Totals								
5815 - Treasurer Totals								
Totals								
Totals								
Totals								

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Treasurer's Budget Performance Report

Date Range 01/01/17 - 09/30/17
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
	EXPENSE TOTALS	\$655,978.00	\$0.00	\$655,978.00	\$49,503.02	\$8,079.00	\$454,187.81	70%
Fund 100 - General Fund Totals								
	REVENUE TOTALS	655,978.00	.00	655,978.00	235,767.06	.00	808,172.28	123%
	EXPENSE TOTALS	655,978.00	.00	655,978.00	49,503.02	8,079.00	454,187.81	70%
	Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$186,264.04	(\$8,079.00)	\$353,984.47	
Fund 100 - General Fund Totals								
	REVENUE TOTALS	655,978.00	.00	655,978.00	235,767.06	.00	808,172.28	123%
	EXPENSE TOTALS	655,978.00	.00	655,978.00	49,503.02	8,079.00	454,187.81	70%
	Fund 100 - General Fund Totals	\$0.00	\$0.00	\$0.00	\$186,264.04	(\$8,079.00)	\$353,984.47	



Treasurer's Budget Performance Report

Date Range 01/01/17 - 10/31/17
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
Fund 100 - General Fund								
REVENUE								
Department 080 - Treasurer								
Division 001 - General								
4100	General property taxes	(1,355,522.00)	.00	(1,355,522.00)	(112,960.17)	.00	(1,129,601.70)	83
4108	Interest on taxes	850,000.00	.00	850,000.00	59,947.25	.00	640,944.61	75
4109	Penalties on taxes	300,000.00	.00	300,000.00	29,136.89	.00	227,418.54	76
4110	Penalties on special assessments	45,000.00	.00	45,000.00	2,497.63	.00	36,595.61	81
4490	Ag use conversion	60,000.00	.00	60,000.00	.00	.00	65,025.79	108
4600	Charges and fees							
4600.890	Charges and fees Tax deed	.00	37,500.00	37,500.00	6,200.00	.00	34,748.82	93
4600.999	Charges and fees Bad debts	37,500.00	(37,500.00)	.00	.00	.00	.00	+++
	4600 - Charges and fees Totals	\$37,500.00	\$0.00	\$37,500.00	\$6,200.00	\$0.00	\$34,748.82	93%
4900	Miscellaneous	1,000.00	.00	1,000.00	38.09	.00	3,980.43	398
4905	Interest	688,000.00	.00	688,000.00	49,162.59	.00	685,975.01	100
4907	Unrealized Gain or Loss - Interest	.00	.00	.00	.00	.00	60,406.40	+++
4960	Gain or Loss on Sale - Tax Deeds	30,000.00	.00	30,000.00	.00	.00	210,889.59	703
4990	Cash Over/Short	.00	.00	.00	3.12	.00	14.05	+++
9002	Transfer in							
9002.400	Transfer in Wages	.00	.00	.00	1,797.44	.00	7,597.97	+++
	9002 - Transfer in Totals	\$0.00	\$0.00	\$0.00	\$1,797.44	\$0.00	\$7,597.97	+++
	Division 001 - General Totals	\$655,978.00	\$0.00	\$655,978.00	\$35,822.84	\$0.00	\$843,995.12	129%
	Department 080 - Treasurer Totals	\$655,978.00	\$0.00	\$655,978.00	\$35,822.84	\$0.00	\$843,995.12	129%
	REVENUE TOTALS	\$655,978.00	\$0.00	\$655,978.00	\$35,822.84	\$0.00	\$843,995.12	129%
EXPENSE								
Department 080 - Treasurer								
Division 001 - General								
5100	Regular earnings							
5100	Regular earnings	262,684.00	.00	262,684.00	17,796.73	.00	195,747.14	75
5100.998	Regular earnings Budget only	5,276.00	.00	5,276.00	.00	.00	.00	0

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Treasurer's Budget Performance Report

Date Range 01/01/17 - 10/31/17
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5100 - Regular earnings Totals		\$267,960.00	\$0.00	\$267,960.00	\$17,796.73	\$0.00	\$195,747.14	73%
5102	Paid leave earnings							
5102.100	Paid leave earnings Vacation	.00	.00	.00	2,177.56	.00	9,882.66	+++
5102.200	Paid leave earnings Personal	.00	.00	.00	309.77	.00	1,727.89	+++
5102.300	Paid leave earnings Casual time used	.00	.00	.00	299.82	.00	513.86	+++
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	2,699.00	+++
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	214.04	+++
5102 - Paid leave earnings Totals		\$0.00	\$0.00	\$0.00	\$2,787.15	\$0.00	\$15,037.45	+++
5103	Premium							
5103.000	Premium Overtime	2,702.00	.00	2,702.00	.00	.00	169.93	6
5103 - Premium Totals		\$2,702.00	\$0.00	\$2,702.00	\$0.00	\$0.00	\$169.93	6%
5110	Fringe benefits							
5110.100	Fringe benefits FICA	19,135.00	.00	19,135.00	1,487.38	.00	15,358.10	80
5110.110	Fringe benefits Unemployment compensation	519.00	.00	519.00	37.95	.00	389.95	75
5110.200	Fringe benefits Health Insurance	46,441.00	.00	46,441.00	3,922.72	.00	37,265.84	80
5110.210	Fringe benefits Dental Insurance	4,318.00	.00	4,318.00	346.42	.00	3,290.99	76
5110.220	Fringe benefits Life Insurance	336.00	.00	336.00	18.82	.00	169.38	50
5110.230	Fringe benefits LT disability Insurance	1,302.00	.00	1,302.00	82.07	.00	935.85	72
5110.235	Fringe benefits ST disability Insurance	2,041.00	.00	2,041.00	170.08	.00	1,700.80	83
5110.240	Fringe benefits Workers compensation Insurance	474.00	.00	474.00	40.00	.00	400.00	84
5110.300	Fringe benefits Retirement	16,976.00	.00	16,976.00	1,399.70	.00	13,995.80	82
5110 - Fringe benefits Totals		\$91,542.00	\$0.00	\$91,542.00	\$7,505.14	\$0.00	\$73,506.71	80%
5198	Fringe benefits - Budget only	395.00	.00	395.00	.00	.00	.00	0
5300	Supplies							
5300	Supplies	1,974.00	.00	1,974.00	200.00	.00	291.61	15
5300.001	Supplies Office	6,982.00	.00	6,982.00	998.22	.00	4,777.95	68
5300.004	Supplies Postage	49,000.00	.00	49,000.00	5.22	.00	25,456.21	52
5300 - Supplies Totals		\$57,956.00	\$0.00	\$57,956.00	\$1,203.44	\$0.00	\$30,525.77	53%
5304	Printing							
5304.100	Printing Forms	12,985.00	.00	12,985.00	.00	.00	3,128.00	24

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Treasurer's Budget Performance Report

Date Range 01/01/17 - 10/31/17
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
5304 - Printing Totals								
5305	Dues and memberships	\$12,985.00	\$0.00	\$12,985.00	\$0.00	\$0.00	\$3,128.00	24%
5307	Repairs and maintenance	125.00	.00	125.00	.00	.00	100.00	80
5307.100	Repairs and maintenance Equipment	1,200.00	.00	1,200.00	.00	.00	.00	0
5307 - Repairs and maintenance Totals								
		\$1,200.00	\$0.00	\$1,200.00	\$0.00	\$0.00	\$0.00	0%
5310	Advertising and public notice	2,500.00	.00	2,500.00	.00	.00	6,036.60	241
5330	Books, periodicals, subscription	300.00	.00	300.00	.00	.00	22.00	7
5340	Travel and training	1,400.00	.00	1,400.00	172.99	.00	843.89	60
5390	Miscellaneous	1,000.00	.00	1,000.00	1.01	.00	964.89	96
5392	Service fees	60,000.00	.00	60,000.00	6,467.61	.00	66,263.67	110
5410	Insurance							
5410.400	Insurance Bond	693.00	.00	693.00	.00	.00	650.00	94
5410 - Insurance Totals								
		\$693.00	\$0.00	\$693.00	\$0.00	\$0.00	\$650.00	94%
5601 - Intra-county expense								
5601.100	Intra-county expense Technology services	39,504.00	.00	39,504.00	1,988.09	.00	32,687.61	83
5601.200	Intra-county expense Insurance	1,751.00	.00	1,751.00	146.00	.00	1,460.00	83
5601.300	Intra-county expense Other departmental	300.00	.00	300.00	.00	.00	120.00	40
5601.350	Intra-county expense Highway	1,000.00	.00	1,000.00	249.96	.00	249.96	25
5601.400	Intra-county expense Copy center	1,000.00	.00	1,000.00	.00	.00	271.26	27
5601.450	Intra-county expense Departmental copiers	399.00	.00	399.00	33.25	.00	332.50	83
5601.550	Intra-county expense Document center	9,832.00	.00	9,832.00	486.43	.00	5,553.26	56
5601 - Intra-county expense Totals								
		\$53,786.00	\$0.00	\$53,786.00	\$2,903.73	\$0.00	\$40,674.59	76%
5700	Contracted services	42,384.00	.00	42,384.00	2,833.00	5,246.00	34,154.00	93
5810	Tax deed	50,000.00	.00	50,000.00	758.48	.00	23,239.04	46
5815	Tax refund							
5815.100	Tax refund Personal property	7,000.00	.00	7,000.00	.00	.00	5,553.41	79
5815.110	Tax refund Real estate property	2,050.00	.00	2,050.00	.00	.00	.00	0
5815 - Tax refund Totals								
		\$9,050.00	\$0.00	\$9,050.00	\$0.00	\$0.00	\$5,553.41	61%
Division 001 - General Totals								
		\$655,978.00	\$0.00	\$655,978.00	\$42,429.28	\$5,246.00	\$496,617.09	77%
Department 080 - Treasurer Totals								
		\$655,978.00	\$0.00	\$655,978.00	\$42,429.28	\$5,246.00	\$496,617.09	77%

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Treasurer's Budget Performance Report

Date Range 01/01/17 - 10/31/17
Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	% Used/ Rec'd
EXPENSE TOTALS		\$655,978.00	\$0.00	\$655,978.00	\$42,429.28	\$5,246.00	\$496,617.09	77%
Fund 100 - General Fund Totals								
REVENUE TOTALS		655,978.00	.00	655,978.00	35,822.84	.00	843,995.12	129%
EXPENSE TOTALS		655,978.00	.00	655,978.00	42,429.28	5,246.00	496,617.09	77%
Fund 100 - General Fund Totals		\$0.00	\$0.00	\$0.00	(\$6,606.44)	(\$5,246.00)	\$347,378.03	
Grand Totals								
REVENUE TOTALS		655,978.00	.00	655,978.00	35,822.84	.00	843,995.12	129%
EXPENSE TOTALS		655,978.00	.00	655,978.00	42,429.28	5,246.00	496,617.09	77%
Grand Totals		\$0.00	\$0.00	\$0.00	(\$6,606.44)	(\$5,246.00)	\$347,378.03	

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Invoice

#171030-53672-115
 11/21/2017

Four M Properties LLC
 Mark Chemey
 1775 Velp Avenue
 Green Bay WI 54303

Phone: 920-593-8337
 920-265-0320
 Fax: 920-593-8339
 Email: mark.chemey@realiving.com

--PAYMENT DEADLINE: 5pm on November 9, 2017 (or) 7 Days after seller confirmation. -- You will lose your bidding number if not paid on time --

Online Auction #17775-115 - Brown County, Wisconsin - Tax Delinquent Real Estate - You are a winning bidder. Please contact Wisconsin Surplus prior to the above payment deadline to make payment arrangements.

- 1. Payment Methods:**
 - Send guaranteed checks to Wisconsin Surplus, PO Box 113, Mount Horeb WI 53572.
 - Wire Transfer Directions available upon request.
 - Pay at our Office in Mount Horeb Via Cash, Guaranteed Check or Money Order
 - Credit card, PayPal, Personal & Business Checks are NOT acceptable forms of payment - no exceptions
- 2. General Contact:** Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301; Fax: (920) 448-6341
- 3. Deed Transfer Contact:** Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301; Fax: (920) 448-6341
- 4. Deed Transfer:** You must notify Brown County Treasurer's Office in writing (Fax, Email, Mail) as to who will be the owner of record for the property - So Brown County Treasurer's Office can have the deed drafted properly. Please contact Brown County Treasurer's Office with any questions related to the deed transfer.
- 5. Note:** Once payment is received Wisconsin Surplus will notify Buyer and Seller. After payment notification buyer is to contact Brown County Treasurer's Office and relay to him/her in written form any and all required deed transfer information. At which point all required information is received by Brown County Treasurer's Office he/she will begin the deed transfer process.

Bidder	Item	Qty	Description	Tax	Amount
53672	AL31	1	<p>Commercial Property w/Buildings and Billboard at 1533 Riverside Dr, Green Bay, WI 54301</p> <p>- Address: 1533 Riverside Dr, Green Bay, WI 54301</p> <p>- County Map: Brown County GIS Mapping</p> <p>- County Land Records: Brown County Land Records Search</p> <p>- Municipality: Village of Allouez</p> <p>- Parcel ID: AL-31</p> <p>- Additional Documents: - Real Estate Evaluation Report</p> <p>- Opening Bid: 67000</p> <p>- Acres: 17.652 +/- SQ FT</p> <p>- Lot Dimensions: Irregular</p> <p>- Zoning: B-Mercantile – Contact county and local zoning agencies for exact zoning, regulations and allowed uses. Bidders are warned not to assume you can build, change use or continue current use without researching with zoning agencies first. Property is sold in it's current state and use any future uses are not implied or guaranteed.</p> <p>- Type of Access to Property: Off Public Roadway</p> <p>- School District: Green Bay</p> <p>- Structures On Property: Yes - Several - 1. Single Story Office type structure – 2. Free Standing Wood Storage Shed – 3. 3-Sided Covered open ended Storage Shed – 4. Un-attached Garage in state of disrepair – A Billboard Lease is CURRENTLY in place and continues with the transfer of ownership until expiration in September 2018. Lease terms with Lamar are undisclosed. This Real Property is sold "AS IS" and Brown County makes no representations or warranty regarding such. Neighborhood Description: Subject property is located just south of the City limits of Green Bay in the Village of Allouez, Brown County. Market area consists of various types of commercial and Light Industrial property along Riverside Dr. and along the banks of the Fox River to the west as well as residential property to the north and northeast. Subject Description: Subject consists of an older one story, 1,315 sq. ft. office built in 1930 and two detached garages measuring 28x32 and 16x24. Interior of the office is dated and in average condition featuring 2-3 offices, restroom, and utility room.</p> <p>- Property Vacant: Yes</p> <p>- Property Clear of previous owner's personal property: No - Buyer is responsible for removal and cleanup of any and all remaining debris and personal property.</p> <p>- Legal Description: THAT PRT OF PC 11 ESFR DESC AS LOT 1 IN 8 CSM 353 EX RD IN J12971-08</p> <p>- Title Type: Conveyance shall be by quit claim deed. A quit claim deed passes any title, interest or claim which the grantor may have in the real estate, but does not profess that such title is valid, nor contains any warranty or guaranty of title. Purchaser shall be the grantee. No abstract of title, title insurance, or survey will be provided by brown county to purchaser.</p> <p>- Deed Transfer Fee: 30</p> <p>- Title Transfer Terms: Deed will be issued upon payment in full (High Bid, Buyers Fee, Deed Transfer Fee).</p> <p>- Clear Title: No abstract, title insurance, or survey will be provided by the seller. The winning bidder is responsible for recording fees, taxes, special assessments and special charges etc., if any – as provided in Wis Stat. 75.521(8). (Wisconsin Statutes 2009-2010). Bidders are encouraged to research title.</p> <p>- Estimated Yearly Taxes: \$3,000 – Buyer responsible for 2017 Real Estate Taxes and all future real estate taxes.</p> <p>- Defects: All Property sold by Brown County is sold "As Is". No exceptions.</p> <p>- Overall Condition: Property is being sold "As Is". It is the bidder's responsibility to determine condition and any defects. Bidders are strongly encouraged to make personally inspection prior to bidding. Property is subject to all easements, right-of-way, and restrictions of record, if any. Brown County makes no representation or guarantee with respect to the use, condition, title, access or occupancy of the property. (Caution: Properties may be occupied and you may not be granted access by occupants). Brown County does not warranty or</p>	0.06	100111.00

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guarantee the accuracy of any information contained within this auction concerning the subject real estate. Brown county makes no representations as to zoning and planning laws or regulations, land use, dimensions or actual legal boundaries of the land, access to the land, topography of the land, drainage patterns of the land and neighboring properties, wetlands on the property, floodplain areas, soil type or quality, water supply or quality, or other natural or man-made features or characteristics of the real estate. Brown county makes no representations as to the availability of community services such as sewage disposal, waste disposal, electricity, natural gas/fuel oil/propane gas, road maintenance, snow plowing, police protection, fire protection, or other services or conveniences. Brown county will not undertake the responsibility for inspection, replacement, repair, remediation and/or clean-up of wells, septic systems, holding tanks, mound systems, structures, environmental hazards or pollution, or hazardous waste or materials located over, beneath, in or on the real estate. This real estate is sold "as is", and the buyer must trust to her/his own inspection.

- County Contact: Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301; Fax: (920) 448-6341

- Click on Photo or Item # for full Details

Bid total:	100111.00
Premium:	6006.66
Sub-total:	106117.66
Total:	106117.66
Balance Due:	106117.66

53672-
1RB

Final Winning bid must get Administration Committee approval on Nov. 1, 2017. Seller has the right to reject or accept. on

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202 W. Front Street — PO Box 113
Mount Horeb, WI 53572
608-437-2001
Sellers Permit/Tax ID: 456-1028844448-04
FEIN: 39-1982769

Invoice

#171030-80629-115
11/21/2017

Hatch Properties LLC
Michael Hatch
PO Box 13532
Green Bay Wisconsin 54307

Phone: 920-857-8239
Email: hatchpropertiesllc@gmail.com

--PAYMENT DEADLINE: 5pm on November 9, 2017 (or) 7 Days after seller confirmation. -- You will lose your bidding number if not paid on time --

Online Auction #17775-115 - Brown County, Wisconsin - Tax Delinquent Real Estate - You are a winning bidder. Please contact Wisconsin Surplus prior to the above payment deadline to make payment arrangements.

- Payment Methods:**
 - Send guaranteed checks to Wisconsin Surplus, PO Box 113, Mount Horeb WI 53572.
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- Deed Transfer Contact:** Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301; Fax: (920) 448-6341
- Deed Transfer:** You must notify Brown County Treasurer's Office in writing (Fax, Email, Mail) as to who will be the owner of record for the property - So Brown County Treasurer's Office can have the deed drafted properly. Please contact Brown County Treasurer's Office with any questions related to the deed transfer.
- Note:** Once payment is received Wisconsin Surplus will notify Buyer and Seller. After payment notification buyer is to contact Brown County Treasurer's Office and relay to him/her in written form any and all required deed transfer information. At which point all required information is received by Brown County Treasurer's Office he/she will begin the deed transfer process.

Bidder	Item	Qty	Description	Tax	Amount
80629	2934A	1	<p>Single Family Home at 831 5th St, Green Bay, WI 54304</p> <p>- Address: 831 5th St, Green Bay, WI 54304</p> <p>- County Map: Brown County GIS Mapping</p> <p>- County Land Records: Brown County Land Records Search</p> <p>- Municipality: City of Green Bay</p> <p>- Parcel ID: 2-934-A</p> <p>- Additional Documents: - Real Estate Evaluation Report</p> <p>- Opening Bid: 15000</p> <p>- Acres: 0.064 +/-</p> <p>- Lot Dimensions: Approx. 60' x 46'</p> <p>- Zoning: A-Residential - Contact county and local zoning agencies for exact zoning, regulations and allowed uses. Bidders are warned not to assume you can build, change use or continue current use without researching with zoning agencies first. Property is sold in it's current state and use any future uses are not implied or guaranteed.</p> <p>- Type of Access to Property: Off Public Roadway</p> <p>- School District: Green Bay</p> <p>- Structures On Property: Yes - Single Family Home - Mature residential neighborhood on the City of Green Bay's near west side that features single family homes and rental property. Tank School and Park is located across the street from the subject. Data Sources Used: MLS, Inspection, Assessor and/or Assessor data.com and Tax Records. Square Feet: 672 - Condition: Interior is in poor and neglected condition - Market Conditions: Stable - Age: 1933 - Garage: None - Bdrms: 2 Design: One Story? - Outbldgs: None Observed. This Real Property is sold "AS IS" and Brown County makes no representations or warranty regarding such.</p> <p>- Property Vacant: Yes</p> <p>- Property Clear of previous owner's personal property: No - Buyer is responsible for removal and cleanup of any and all remaining debris and personal property.</p> <p>- Legal Description: FREYTAGS ADDN E 1/2 OF LOT 6 BLK 86</p> <p>- Title Type: Conveyance shall be by quit claim deed. A quit claim deed passes any title, interest or claim which the grantor may have in the real estate, but does not profess that such title is valid, nor contains any warranty or guaranty of title. Purchaser shall be the grantee. No abstract of title, title insurance, or survey will be provided by brown county to purchaser.</p> <p>- Deed Transfer Fee: 30</p> <p>- Title Transfer Terms: Deed will be issued upon payment in full (High Bid, Buyers Fee, Deed Transfer Fee).</p> <p>- Clear Title: No abstract, title insurance, or survey will be provided by the seller. The winning bidder is responsible for recording fees, taxes, special assessments and special charges etc., if any - as provided in Wis Stat. 75.52(8), (Wisconsin Statutes 2009-2010). Bidders are encouraged to research title.</p> <p>- Estimated Yearly Taxes: \$1,290 - Buyer responsible for 2017 Real Estate Taxes and all future real estate taxes.</p> <p>- Defects: All Property sold by Brown County is sold "As Is". No exceptions.</p> <p>- Overall Condition: Property is being sold "As Is". It is the bidder's responsibility to determine condition and any defects. Bidders are strongly encouraged to make personally inspection prior to bidding. Property is subject to all easements, right-of-way, and restrictions of record. If any. Brown County makes no representation or guarantee with respect to the use, condition, title, access or occupancy of the property. (Caution: Properties may be occupied and you may not be granted access by occupants). Brown County does not warranty or guarantee the accuracy of any information contained within this auction concerning the subject real estate. Brown county makes no representations as to zoning and planning laws or regulations, land use, dimensions or actual legal boundaries of the land, access to the land, topography of the land, drainage patterns of the land and neighboring properties, wetlands on the property, floodplain areas, soil type or quality, water supply or quality, or other natural or man-made features or characteristics of the real estate. Brown county makes no</p>	0.09	22750.00

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representations as to the availability of community services such as sewage disposal, waste disposal, electricity, natural gas/fuel oil/propane gas, road maintenance, snow plowing, police protection, fire protection, or other services or conveniences. Brown county will not undertake the responsibility for inspection, replacement, repair, remediation and/or clean-up of wells, septic systems, holding tanks, mound systems, structures, environmental hazards or pollution, or hazardous waste or materials located over, beneath, in or on the real estate. This real estate is sold "as is", and the buyer must trust to her/his own inspection.

- County Contact: Brown County Treasurer's Office at (920) 448-4074 or BC_Treasurer@co.brown.wi.us - 305 E Walnut St., Green Bay, WI 54301, Fax: (920) 448-6341
- Click on Photo or Item # for full Details

Bid total:	22750.00
Premium:	2047.50
Sub-total:	24797.50
Total:	24797.50
Balance Due:	24797.50

80629-
1RB

Final Winning bid must get Administration Committee approval on Nov. 1, 2017. Seller has the right to reject or accept.

Frontage along
E Deerfield Av:

Lot 1: 182.5 ft
Lot 2: 150.0 ft
Lot 3: 656.0 ft

TOTAL: 988.5 ft
(red line from A to B)

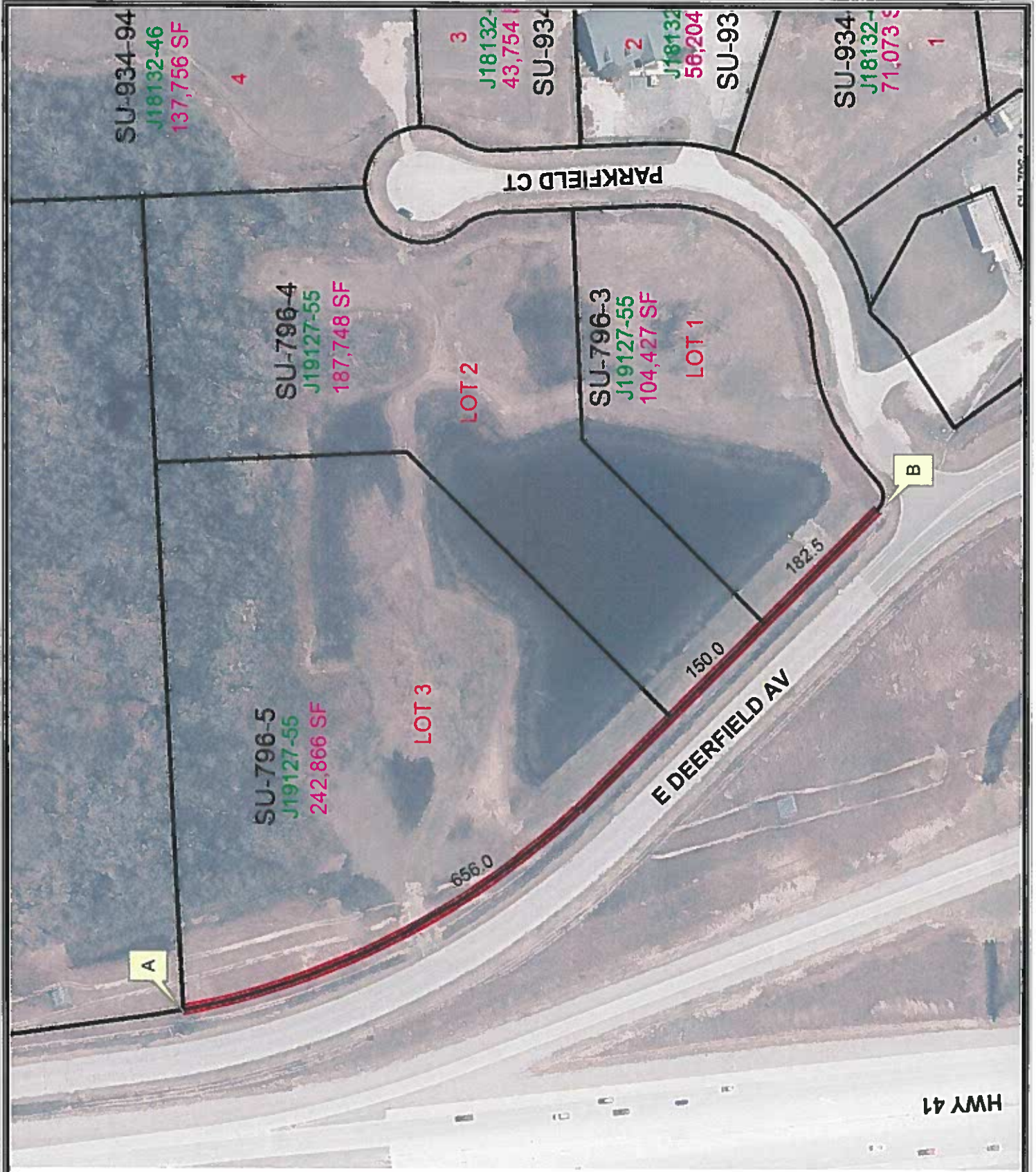
April 2017
aerial photo



1 inch = 150 feet

Map printed 11/20/2017

Brown County Planning &
Land Services Department





June 26, 2017

Shoreland Leasing LLC - Kent Davis
2411 Wilding Way
Suamico, WI 54173-7929

RE: TID 1A Assessments Deferred to 2017 Tax Levy

Parcel Number: SU-796-3
Address: E. Deerfield Avenue

2017 Special Assessment Amount: \$8737.78
2017 Special Assessment due on or before: November 1, 2017
2007 Final Assessment Billing Notice: \$108,676.48

Notice is hereby given that the Village of Suamico will levy special assessments in 2017 on your property described above for the installation of public improvements under TID #1A. These assessments were originally approved under 2006 Resolution #06030 and subsequently deferred to the 2017 tax roll. A final assessment billing notice was sent to all affected property owners in January 2007.

Assessments have been reduced by the tax increment created by the increased value of parcels in the district after January 1, 2004. Tax increments were first applied to the parcel on which they were generated. Any excess increment was applied to the total outstanding amount assessed against all properties in the Special Assessment District. As a result, your initial outstanding assessment has been reduced.

Current assessment for 2017 and future projected assessments to be levied on your property are as follows:

Parcel#	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total Projected
SU-796-3	\$8737.78	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$8737.78

Property owners may choose to pay the entire 2017 assessment at Village Hall prior to November 1, 2017, to avoid placement on the tax roll.

In the event that you sell the property, all outstanding assessments become immediately due *unless, prior to selling the property, the Village and the buyer of the property enter into a development agreement guaranteeing the special assessment payments with future taxable increment.* Without a developer's agreement, the outstanding assessment at sale will be higher than the total projected assessments noted above because your property will not have benefited from future taxable increment generated. The outstanding special assessment on your property as of 12/31/2016 is \$83,058.66. Please contact the office if you would like a total payoff amount.

A complete copy of your original "Final Assessment Billing Notice" has also been enclosed with this letter for your reference. Please contact the Village of Suamico Finance Department with any questions you may have at 920.434.2212. Office hours are Monday through Friday from 8:00am - 4:30pm.

Sincerely,

Jessica Legois
Director of Administrative Services

Enclosure

Village of Suamico, 12781 Velp Avenue, Suamico, WI 54133
Phone: (920)434-2212, Fax: (920)434-4820



June 26, 2017

Shoreland Leasing LLC - Kent Davis
2411 Wilding Way
Suamico, WI 54173-7929

RE: TID 1A Assessments Deferred to 2017 Tax Levy

Parcel Number: SU-796-4
Address: E. Deerfield Avenue

2017 Special Assessment Amount: \$6363.97
2017 Special Assessment due on or before: November 1, 2017
2007 Final Assessment Billing Notice: \$74,937.17

Notice is hereby given that the Village of Suamico will levy special assessments in 2017 on your property described above for the installation of public improvements under TID #1A. These assessments were originally approved under 2006 Resolution #06030 and subsequently deferred to the 2017 tax roll. A final assessment billing notice was sent to all affected property owners in January 2007.

Assessments have been reduced by the tax increment created by the increased value of parcels in the district after January 1, 2004. Tax increments were first applied to the parcel on which they were generated. Any excess increment was applied to the total outstanding amount assessed against all properties in the Special Assessment District. As a result, your initial outstanding assessment has been reduced.

Current assessment for 2017 and future projected assessments to be levied on your property are as follows:

Parcel#	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total Projected
SU-796-4	\$6363.97	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$6363.97

Property owners may choose to pay the entire 2017 assessment at Village Hall prior to November 1, 2017, to avoid placement on the tax roll.

In the event that you sell the property, all outstanding assessments become immediately due *unless, prior to selling the property, the Village and the buyer of the property enter into a development agreement guaranteeing the special assessment payments with future taxable increment*. Without a developer's agreement, the outstanding assessment at sale will be higher than the total projected assessments noted above because your property will not have benefited from future taxable increment generated. The outstanding special assessment on your property as of 12/31/2016 is \$60,987.88. Please contact the office if you would like a total payoff amount.

A complete copy of your original "Final Assessment Billing Notice" has also been enclosed with this letter for your reference. Please contact the Village of Suamico Finance Department with any questions you may have at 920.434.2212. Office hours are Monday through Friday from 8:00am - 4:30pm.

Sincerely,

Jessica Legois
Director of Administrative Services

Enclosure

Village of Suamico, 12781 Velp Avenue, Suamico, WI 54113
Phone: (920)434-2212, Fax: (920)434-4820



June 26, 2017

Shoreland Leasing LLC – Kent Davis
2411 Wilding Way
Suamico, WI 54173-7929

RE: TID 1A Assessments Deferred to 2017 Tax Levy

Parcel Number: SU-796-5
Address: E. Deerfield Avenue

2017 Special Assessment Amount: \$9849.33
2017 Special Assessment due on or before: November 1, 2017
2007 Final Assessment Billing Notice: \$114,615.24

Notice is hereby given that the Village of Suamico will levy special assessments in 2017 on your property described above for the installation of public improvements under TID #1A. These assessments were originally approved under 2006 Resolution #06030 and subsequently deferred to the 2017 tax roll. A final assessment billing notice was sent to all affected property owners in January 2007.

Assessments have been reduced by the tax increment created by the increased value of parcels in the district after January 1, 2004. Tax increments were first applied to the parcel on which they were generated. Any excess increment was applied to the total outstanding amount assessed against all properties in the Special Assessment District. As a result, your initial outstanding assessment has been reduced.

Current assessment for 2017 and future projected assessments to be levied on your property are as follows:

Parcel#	2017	2018	2019	2020	2021	2022	2023	2024	2025	Total Projected
SU-796-5	\$9849.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$9849.33

Property owners may choose to pay the entire 2017 assessment at Village Hall prior to November 1, 2017, to avoid placement on the tax roll.

In the event that you sell the property, all outstanding assessments become immediately due *unless, prior to selling the property, the Village and the buyer of the property enter into a development agreement guaranteeing the special assessment payments with future taxable increment*. Without a developer's agreement, the outstanding assessment at sale will be higher than the total projected assessments noted above because your property will not have benefited from future taxable increment generated. The outstanding special assessment on your property as of 12/31/2016 is \$94,621.69. Please contact the office if you would like a total payoff amount.

A complete copy of your original "Final Assessment Billing Notice" has also been enclosed with this letter for your reference. Please contact the Village of Suamico Finance Department with any questions you may have at 920.434.2212. Office hours are Monday through Friday from 8:00am – 4:30pm.

Sincerely,


Jessica Legois
Director of Administrative Services

Enclosure

Village of Suamico, 12781 Velp Avenue, Suamico, WI 54113
Phone: (920)434-2212, Fax: (920)434-4820